

**JOB POSTING**  
**UNITED STEELWORKERS LOCAL 1944**  
**CATEGORY 4: ADMINISTRATIVE ASSISTANT**  
**WAGE: \$29.08/HR**  
**35 HOURS PER WEEK**  
**BURNABY, BC**

**REQUIREMENTS:**

- Proficiency in Microsoft Office Suite
- Must work well under pressure, with minimal supervision, and possess the ability to function efficiently and organize work with minimal direction; quick learner; ability to prioritize work
- Excellent oral, written and communication skills
- Diplomatic and polite in dealing with people
- Minimum typing speed 50 wpm

**JOB DESCRIPTION:**

- Provide clerical or administrative support to officers, local union representatives, stewards, committees and staff, including maintaining calendars
- Scheduling meetings, and making travel arrangements
- Basic bookkeeping data entry, responsible for accounts payable, provide assistance to Accountant as required
- Able to follow strict processes for Grievances and Arbitrations, Letters of Agreement, Letters of Discipline, etc.
- Enter data into software programs, such as Unionware; prepares reports from software programs, or manually, as required.
- Ability to prepare retirement packages, certificates, lists, etc.
- Minute-taking, transcribing minutes, transcribing from dictation recorder, photocopying and filing
- Prepare documents for circulation, such as letters, facsimiles, minutes, memoranda, Hotlines, etc.
- Provides routine back up relief for other positions within the office, including, but not limited to switchboard/reception, accounting department, print room, etc.
- Assist in maintaining the office equipment and ordering necessary office supplies

**Please submit your resume to the attention of**  
**Michael Phillips, Secretary-Treasurer,**  
**no later than close of business Friday, June 7, 2019**  
**Facsimile: 604-435-7760 Email: [michael.phillips@usw1944.ca](mailto:michael.phillips@usw1944.ca)**

Only those applicants who have been short-listed will be contacted for an interview.  
We thank all applicants for their interest!