

**JOB POSTING**  
**UNITED STEELWORKERS LOCAL 1944**  
**CATEGORY 5: ADMINISTRATIVE ASSISTANT/TRANSLATOR**  
**35 HOURS PER WEEK, MONDAY TO FRIDAY**  
**WAGE: \$30.90/HR**  
**MONTREAL, QC**

**REQUIREMENTS:**

- Previous clerical experience required
- Proficiency in Microsoft Office Suite
- Must be bilingual (English/French)
- Experience translating documents between both official languages (English/French)
- Must work well on a team, with minimal supervision, and possess the ability to function efficiently and organize work with minimal direction; be a quick learner; have the ability to prioritize work
- Excellent oral, written and communication skills
- Patient and courteous in dealing with people
- Minimum typing speed 50 wpm
- Experience in the Labour Movement would be considered an asset
- References required

**JOB DESCRIPTION:**

- Provide clerical or administrative support to officers, local union representatives, stewards, committees and staff, including maintaining calendars
- May assist in planning events such as conventions, conferences, general meetings, booking hotels, flights, meeting rooms, transportation, etc.
- Able to follow strict processes for Grievances and Arbitrations, Letters of Agreement, Letters of Discipline, etc.
- Able to translate documents from English to French and from French to English
- Enter data into database programs, such as UnionWare; prepare reports from software programs, or manually, as required.
- Is responsible for validity of data, accuracy of reports; creates tables, manipulates data, uses forms to input data, produces professional reports.
- Updates website and sends out bulletins
- Transcribing minutes, 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 reception, accounting department, print room, etc.
- Assist in maintaining the office equipment and ordering necessary office supplies

\*Ours is a Covid-safe workplace, with a very spacious working environment, and with no one needing to be within 6 feet of anyone else. Masks are mandatory for those in open spaces in the office. \*

**Please submit your resume to the attention of**  
**Michael Phillips, Secretary-Treasurer,**  
**no later than close of business Friday, May 7, 2021**  
**Fax: 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!