

Business Operations Assistant – CUPE Local 387

This is an exciting opportunity for a skilled administrative professional to join the CUPE Local 387 team. In this role, you will provide general office and business operations support to the Full Time Officer and Union Executive.

STATUS:	Regular Part-time	UNION:	CUPE Local 387
NO. OF POSITIONS:	One	SALARY:	Pay Grade 17 - \$31.95-\$37.54 +benefits
HOURS OF WORK:	20 hours per week (4 hours daily M-F)		

Reporting to the CUPE President and Full Time Officer, your main areas of responsibility will include:

- Performing a variety of front office reception duties including responding to general enquiries and providing general information to staff, local members and other stakeholders as required; receiving incoming and outgoing correspondence.
- Providing administrative and clerical support such as creating and maintaining office procedures and processes; composing a variety of correspondence via online emailing marketing platform; light website updates (WordPress) creating and maintaining a variety of reports, files and documents; and creating and maintaining accurate filing systems; coordinating travel arrangements; timekeeping; attending meetings and taking minutes or notes as required.
- Providing accounting support to CUPE Local 387 and the Short-Term Sick Leave Plan by performing bookkeeping and financial reporting tasks using Quick Books and MS Access database; preparing invoices and preparing bank deposits.
- Performing other related duties as required.

The ideal candidate would demonstrate the following skills and qualifications:

- Post-secondary education in a relevant field or an equivalent combination of education/training and directly related experience.
- Considerable experience in office administration as well as proficiency in working with a variety of computer software applications including WordPress, MS Office (Outlook, Word, Excel, Access); working knowledge of Quick Books and Access will be considered a strong asset.
- Sound understanding of the CUPE Local 387 Collective Agreement and Short-Term Sick Leave Plan.
- The ability to demonstrate professionalism, tact, diplomacy, as well as a high level of confidentiality when dealing with sensitive member and local matters.
- The ability to work with minimal supervision and independently organize the tasks required, establish priorities and meet deadlines; perform work required with a high degree of accuracy.
- The ability to establish and maintain effective working relationships with a variety of internal and external contacts. Sound written and oral communication skills.

To apply for this exciting opportunity, please submit your cover letter and resume via email to hr@cupe387.ca by **Friday January 31, 2025**.

For any questions regarding this position, please contact us at hr@cupe387.ca or 604-520-5644.