



# **JOB POSTING/DESCRIPTION**

## **Administrative Assistant – (Regina Office)**

The Saskatchewan Joint Board Retail Wholesale and Department Store Union (SJBRWDSU) is a Private Sector Organization with 6000 members working in three sectors: Retail/Wholesale Division, General Division & Co-op Division.

**Department: Administration** (Regina Location)

**Status: Full-time Position:**

- (1) The basic hours of work for office employees shall be thirty-five (35) hours per week Monday to Friday inclusive or seventy (70) hours per two (2) consecutive weeks.
- (2) The regular hours of work for each office employee shall be confined between the hours of 8:00 a.m. and 5:00 p.m. with a 1-hour unpaid lunch period, which will allow for 12 earned days off per year

### **Reporting and Accountability**

Reporting to the SJBRWDSU Secretary-Treasurer.

### **Primary Purpose**

To provide reception and administrative assistance to ensure the smooth operation of daily activities, particularly those related to the Regina office of the SJBRWDSU including back-up support to the Financial Officer.

As a first point of contact, this position plays a key role in providing the highest level of service to SJBRWDSU members and works closely with their Employer contacts and SJBRWDSU Local Unions as well as Provincial and National Organizations that the SJBRWDSU has an affiliation and working relationship with.

### **Nature of Work**

This position is a clerical and administrative support position in the SJBRWDSU Regina office.

In addition to routine tasks, this position provides support to staff for a variety of reception and administrative tasks as needed.

This position requires the ability to work independently with minimal supervision.

This position emphasizes teamwork and the provision of excellent, efficient, and friendly support.

It is driven by some deadlines, continuous changes and shifting priorities.

## **Duties**

- Ability to exercise discretion and confidentiality in problem-solving to support confidential matters, correspondence and inquiries.
- Create, maintain and follow standard operating procedures, including hard copy and electronic filing practices with accuracy.
- Superior organizational skills with a proven ability to multi-task, never sacrificing quality.
- Demonstrated ability to be detail-oriented and support the preparation, final formatting and proofreading of a variety of documents, letters, Collective Agreements and related correspondence.
- Have the required knowledge to work with the Google-based Website in all related assets.
- Respond to internal and external inquiries and requests in a prompt, professional, thorough and courteous manner.
- Problem solving where appropriate or act as a liaison between the inquirer and the appropriate staff member to ensure that all inquiries are resolved.
- Manage routine tasks such as sorting and distributing the mail; ordering supplies; distributing correspondence; filing; booking meeting rooms and arranging office keys and parking; create, edit, proofread, update and maintain office documents (Collective Agreements, forms, letters, memos, charts, posters/flyers, presentations, etc.)

## **Membership Maintenance:**

- Working with the Financial Officer in adding and terminating members to the database.
- Making any changes to existing membership (i.e., name, address, phone number).
- Assist the Financial Officer with the monthly posting of dues.
- Assume some financial responsibilities as required by the Financial Officer to provide vacation relief.
- Provide SJBRWDSU Website administration and update as required working with Direct West on the SJBRWDSU Google-based Website.
- Any other administrative duties as required.

## **Qualifications/Education**

Candidates will have the following qualifications:

- Completion of high school diploma or GED combined with one year office education from a recognized school of business or a minimum of three (3) years' experience working as an Administrative Assistant.
- Proficiency in an automated environment including demonstrated experience with advanced features of Microsoft 365 such as Word, Excel, PowerPoint, Outlook, Teams, Zoom and Webex.
- Experience with database management or data entry including running database searches and/or reports.
- Advance experience providing exceptional customer service and strong interpersonal skills to work as a team.

- A thorough understanding of the Saskatchewan Labour Movement and Trade Unions is an asset.
- Shorthand and/or Speedwriting skills will be an asset, however, will not be considered as major criteria for this position.
- References will be required.

### **Terms and Conditions**

Terms and conditions of employment including salary are governed by the applicable Collective Agreement between the SJBRWDSU and UGW Local #1.

Applications for this position will **be open with a fixed date to be determined.** Please send your applications and resume to:

C/O Garry Burkart, Secretary/Treasurer  
SJBRWDSU, 2154 Airport Dr.  
Saskatoon, Sask., S7L 6M6  
Fax: (306) 384-1006  
Email: gburkart@rwdsu.sk.ca

Please note that only those selected for an interview will be contacted. The selected applicants will be required to complete an in-person interview with the Sask. Joint Board to determine competency. Internal UGW Local #1 members will have first right of refusal.