



Are looking for an opportunity to contribute your administrative skills and passion for people in a meaningful way? If so, this opportunity to join the USW Local 7884 is for you!

USW is the largest private sector union in North America with more than 225,000 members in Canada and more than 850,000 members continent-wide. USW is Canada's most diverse union, representing men and women working in nearly every industry and job imaginable.

USW stands for unity and strength for workers!

The Role: Office Manager

Reporting directly to the Local President and the Executive Committee, the role of the Office Manager is to act in good faith to support Local 7884's mission to fulfill their obligations in a timely manner.

The successful applicant will be required to perform a wide range of administrative, secretarial and clerical support duties. They will be expected to demonstrate exceptional organization skills, attention to detail and discretion in the management of confidential and sensitive information. This is a public facing role that will require good judgement and adaptable communication ability in addressing and interacting with the public.

Current responsibilities include:

- Receiving and providing information to visitors
- Answering, screening and directing incoming calls
- Responding to and directing other incoming communications, including voicemails, emails, mail and faxes in a timely manner
- Managing outgoing communications, including post mail, faxes, emails and social media updates
- Preparing, directing and distributing internal updates, information and other communications, with respect for sensitive timelines
- Maintaining standardized electronic and hard filing systems
- Copying, scanning and filing documents with respect for data integrity and confidentiality
- Accurately transcribing handwritten and voice-to-text notes
- Scheduling and creating meetings and appointments in-person, by phone, via email, and in Teams or Zoom
- Co-ordinating travel plans, including flights, accommodations, vehicle rentals, etc.
- Managing facility and equipment scheduling, bookings and rentals
- Collection and follow-up of amounts owed to the Local
- Accurate record keeping and secure storage of collected amounts for deposit
- Maintaining building inventory and supply to facilitate the efficient operation of the office
- Management of associated expenditures to remain within a defined budget and to ensure that out of budget expenses receive correct approval prior to purchase
- Performing other office administration tasks and providing support to staff, as directed

This is a great role if you:

- Can act independently to determine priorities under strict deadlines
- Work and relay information well within a team
- Have strong interpersonal and communication skills
- Can apply exceptional critical thinking ability to analyze and solve problems
- Are flexible and can quickly adapt to interruptions and new information in a demanding and fast-paced environment
- Have a growth mindset and a willingness to evolve your role
- Enjoy interacting with people

Qualifications, our ideal candidate will have:

- A minimum of two years of experience in a position of similar responsibility
- Recent training or demonstrated confidence in Microsoft's O365 environment, including moderate proficiency in Outlook, Excel, Word and familiarity with Teams and SharePoint
- Functional understanding of social media platforms, including Facebook, Instagram and WhatsApp
- Fluency in spoken and written English

Preference will be given to applicants who have completed a post-secondary education program in business administration, business management, secretarial training or a related field.

Knowledge of USW 7884's policies, collective agreement and experience working in a unionized environment will be considered an asset.

Location and Hours of Work

The USW Local 7884 office building is located at 12 Water Street in Elkford, BC. This is an in-office position.

This position follows our earned-day-off (EDO) work week. Regular working hours are 8 am – 5 pm, Monday through Thursday, 8 am – 4 pm on Friday with every second Friday off.

Additional Information

Status: Permanent, Full-time

Compensation: Following Wage grade 3 of the Union's current collective agreement with the employer, starting at \$40.84 per hour.

The successful candidate must be able to provide a satisfactory criminal records check.

Closing Date: August 31, 2022

Apply now!

To apply for this opportunity please send an email including, your resume and cover letter, with the subject line, **Application for Office Manager, YOUR NAME**, to careers@USW7884.com.