

## **Administrative Assistant Position**

This is a full-time position that will report to the Presidents and Office Manager but will also assist and provide service to staff members who serve the membership of two education unions. This position is responsible for providing administrative and project support as well as answering phones, scheduling, ordering meals, making reservations, assisting with membership, acting as liaison between Presidents, Directors and union members. This position requires a high level of confidentiality, sensitivity and the ability to multi-task and prioritize. Prior experience with unions or public education is preferred. Must be proficient in Word, Excel and Outlook. Knowledge in website management is not required but would be preferred. Submit resume to Christine McGill, cmcgill@mseanea.org.

### Principal Accountabilities and Functions

- Hours: 8:00a.m. – 5:00p.m.
- Clerical duties to assist the Presidents, UniServ Directors and Office Manager
- Answer Phones
  - Confidentiality and sensitivity are a must
  - Assist with minor questions
  - Forward callers to appropriate person
- Assist the Presidents, UniServ Directors and Office Manager with communication via phone, fax, email, courier, mail, etc.
- Assist Office Manager with maintaining the supply of basic office supplies
- Assist Office Manager with maintaining office equipment
- Assist with membership projects and sick leave bank for both unions
- Manage calendar for FCTA President
- Ordering meals as required for Board of Directors and Committee meetings
- Secure flight and hotel arrangements as need for Presidents and Committee Members

### Committees

- Assist the Office Manager & Presidents on tasks that support the work of FCTA and FASSE committees
- Assist the Office Manager, Presidents and Directors with membership tasks and projects
- Assist the Office Manager with processing Leave Requests
- Assist the Office Manager with copying, collating and distribution of materials for Building Representative meetings