

Job Posting: Office Administrator

Permanent Part-Time

Unifor Local 87-M is seeking a part-time office administrator to join its operation. Unifor Local 87-M is a union local that represents about 2,000 media workers across southern Ontario, primarily in newspapers.

Local 87-M staff are covered by a collective bargaining agreement between Unifor Local 87-M and the Canadian Office and Professional Employees Union Local 343.

Schedule

- **Wednesday, Thursday, Friday, 20 hours.**

Responsibilities and Duties

- Wide-ranging administrative and clerical functions, including but not limited to frontline interaction with union members and the public, full-service file management, database management, travel and accommodation coordination, website responsibilities, maintaining union records and collective bargaining agreements, and overseeing office needs.

Qualifications

- Minimum: Secondary school diploma
- Previous office administration an asset
- Previous union experience an asset

Skills

- Must possess exceptional interpersonal, administrative and organizational skills.
- High proficiency in Microsoft Office, including Excel and PowerPoint.
- Experience in QuickBooks, Multilegder and FileMaker Pro an asset
- Exceptional attention to detail and accuracy without supervision.
- Strong analytical and problem-solving skills.

Salary and Benefits

- Competitive union-rate salary with wage grid
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Local 87-M Office
91 Skyway Avenue, Unit 106,
Etobicoke, Ontario M9W 6R5



Tel: 416.461.2461
Toll-free: 1.800.463.5797
Fax: 416.461.5058

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- Vacation entitlement
 - RRSP plan
 - Employer-paid health care and dental plans

Start Date

- Mid-April to May

Location

- 91 Skyway Ave., Unit 106, Etobicoke, ON, M9W 6R5

How to Apply

- Submit your cover letter and resume to Paul Morse, president, Unifor Local 87-M
 - By email to paul@unifor87m.org

Deadline

- Submit your application by 5 p.m., March 27, 2019
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