

JOB POSTINGS

ADMINISTRATIVE ASSISTANTS – MANITOBA FEDERATION OF LABOUR

Position Overview:

The Manitoba Federation of labour (MFL) is the central labour body for Manitoba, chartered by the Canadian Labour Congress, to advance the interests of its affiliated unions and 120,000 members. The MFL is seeking applications for two (2) Administrative Assistant term positions to work in its office at the Union Centre (275 Broadway) in Winnipeg:

1. Full-time, 3-month term (starting in October or early November).
2. Part-time/casual term (October 2021 – May 2022), with scheduling in conjunction with the requirements of Convention organizing.

Salary and Benefits as per Collective Agreement.

Qualifications:

- Experience working in an administrative support position.
- Knowledgeable and experienced working with the Microsoft Office suite of programs (Outlook, Word and Excel are a must; Access and Publisher would be an asset).
- Excellent verbal and written communication skills.
- Strong proof reading and document formatting skills.
- Skilled and experienced in interacting with people (on the phone, in-person and via e-mail) and responding to requests for information/assistance.
- Excellent organization skills, and demonstrated experience in managing competing priorities and tight deadlines.
- Experience working with standard office equipment (e.g., photocopier, printer, postage machine).
- Strong understanding of the structure of the labour movement.
- Ability to work independently and also as part of a team.
- Experience with convention organizing would be an asset.

Duties:

- General reception duties, including dealing with inquiries from affiliate members, stakeholders and the general public in-person, by phone and via e-mail.
- Proofreading, editing and formatting letters, meeting materials, reports and other documents.
- Processing correspondence.
- Meeting logistics and hospitality arrangements.
- Preparing information packages for meetings and materials for mail-outs to members.
- Updating member contact lists and affiliate databases.
- Maintaining hardcopy and electronic files.
- Managing and ordering office supplies.
- Duties related to convention organizing.

Note: this listing of duties is not intended to be all-inclusive; other duties may be required in order to meet the evolving requirements of the organization.

Please email applications to:

Anna Rothney, Executive Director

Manitoba Federation of Labour, 303-275 Broadway, Winnipeg, MB, R3C 4M6

Arothney@mfl.mb.ca

Subject Line: Application for Admin Assistant Job

****Please indicate if you are interested in the Full-time or Part-time/Casual position.*

Deadline for applications is: September 30, 2021

ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED
THOSE SELECTED FOR AN INTERVIEW WILL BE REQUIRED TO DEMONSTRATE THEIR
ABILITY TO PERFORM DUTIES LISTED ABOVE