



## **ADMINISTRATIVE ASSISTANT, MEMBER SERVICES**

**LOCATION:** WINNIPEG, MANITOBA

**POSTED:** June 14, 2024

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The Administrative Assistant provides administrative support to an assigned unit to allow the staff in the unit to focus on their core functions.

### **RESPONSIBILITIES**

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- Provide administrative support to assigned staff for a variety of meetings, educationals, and events (e.g. Local, Component Executive, Area Council, Labour Management, Bargaining, Ratification, Strike Vote, etc.) which includes booking meeting rooms, preparing meeting notices and agenda, ensuring quorum, booking accommodations, food and beverages, and travel if required.
- Transcribe and distribute meeting minutes.
- Organize and manage files.
- Administer files, which include updating the database and conducting research for missing information.
- Prepare a variety of correspondence.
- Complete special projects as assigned.
- Provide support to other Administrative Assistants and reception coverage as required.
- Other duties as assigned.

### **QUALIFICATIONS**

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- Minimum three (3) years' experience administrative work or an equivalent combination of education and experience.
- Strong organizational skills.
- Strong communications and interpersonal skills.
- Ability to multitask with multiple deadlines.
- Ability to deal with routine and repetitive tasks and inquiries.
- Strong data entry skills (60 wpm).
- Proficient with Microsoft Office (Outlook, Word, Excel, PowerPoint) and databases.
- Experience working with a database is a strong asset.

**Please forward resume to [humanresources@mgeu.ca](mailto:humanresources@mgeu.ca) by July 19, 2024 at 4:00 pm**

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To protect the health and safety of MGEU members and staff, all personnel working at MGEU offices are required to provide proof that they have received two doses of vaccination against COVID-19 *or* equivalent single dose approved by Manitoba Health.