

**Full Time Permanent Position – Administrative Assistant**

**Position Start Date: September 30<sup>th</sup>, 2024, or sooner**

UFCW Local 832 is currently looking to permanently fill the position of Administrative Assistant. This position would commence on Monday September 30<sup>th</sup>, 2024, or sooner if applicant is available. The successful applicant would work out of our UFCW Local 832 office at 1412 Portage Avenue.

**\*\*Hours of work - Monday – Friday from 8:30 am to 4:30 pm.**

**\*\*This position will require you to work in our office, in person.**

Some of the duties would include (but not be limited to):

- Administrative Duties for the Union Representatives (emails, letters, pulling lists, mass emails & texts, other duties as assigned)
- Mail outs
- Extensive use of the Mail Chimp application for electronic mass emails
- Culling email addresses in the database
- Pulling membership lists in the database
- Mailing of membership cards to new members
- Filing and sorting of membership applications – including annual culling of applications
- Relief duties for reception, other admin support & additional support as required & as assigned by Employer

***Rate of pay will be as an Administrative Assistant as per the COPE 342 Collective Agreement.***

Completion of a recognized administrative/secretarial course and/or 2 years related experience is required. Must have experience in the following:

**Microsoft Office**

**General Office Equipment**

**Unionware 4**

**Filing, sorting & other related office duties**

**Reception and switchboard**

**Typing speed of 50 wpm**

**Iron Mountain Portal experience**

***This position will also require a high level of accuracy, excellent multi-tasking and time management skills. The successful applicant will also need to be able to work to deadline with minimal supervision and will be required to adapt on a daily basis to various assignments.***

Please send your resume and cover letter to:

Max Paches,  
Director of IT, Facilities and Privacy,  
Office Manager  
UFCW Local 832  
1412 Portage Avenue  
Winnipeg, MB R3G 0V5  
Email: [max.paches@ufcw832.com](mailto:max.paches@ufcw832.com)

***Application deadline: Monday September 16th, 2024 @ noon***

***Only those selected for an interview will be contacted.***