

Permanent Full Time Computer Operator Position
Start date: As Soon As Possible

UFCW Local 832 is currently looking to fill a full-time permanent position of Computer Operator. This position would commence **as soon as possible**. The successful applicant would work out of our UFCW Local 832 office at 1412 Portage Avenue. This position is 37 hours/week. Hours of work would be Monday – Friday from 8:30 a.m. to 4:30 p.m.

The Computer Operator would be responsible for, but not limited to:

- Primarily working with Unionware database;
- Organizing, transferring, and processing Union Dues data received from UFCW 832 units each month;
- Processing all incoming documents - verifying information and format, converting other document formats to Excel as needed;
- Analyzing the completeness of data before uploading it into the database;
- Reviewing/checking the database monthly, ensuring members' records accuracy and correcting any discrepancies, subsequently, reporting to the National and International offices at the end of each month, verifying Union members' status;
- Reviewing Seniority Lists received from a variety of Employers and comparing information received with Unionware database, confirming accuracy or discrepancies, then correcting/updating database as necessary;
- Working with Union Representatives to resolve discrepancies in relevant documents;
- Creating Searches and Reports for a variety of uses;
- Dealing with Unionware database provider to resolve programing and logic issues;
- Data entry, with attention to detail, including but not limited to:
 - Dues
 - Membership Applications
 - Hours of work
 - Seniority

Rate of pay as per the COPE 342 Collective Bargaining Agreement.

The successful candidates must have knowledge and competency in Microsoft Office Suite, with high proficiency in Excel. Typing speed must be no less than 50 words per minute with near perfect accuracy. This position will require excellent multi-tasking, time management and organizational skills, strong attention to detail, with a keen eye for accuracy to effectively manage and process large amounts of data.

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.

Only those selected for an interview will be contacted.

Application deadline: *Sunday January 26th, 2025 @ 12:00 p.m.*****

Please send resume's to:

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