

Full Time Permanent Position – Receptionist

Position Start Date: As Soon As Possible

UFCW Local 832 is currently looking to fill the position of Receptionist

This position would commence As Soon As Possible. 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):

- Reception
 - Switchboard (answering & directing calls when applicable)
 - Mail & wrong addresses
 - Dealing with all in person guests – room prep for meetings, parking passes, etc.
- PINS, mail outs
- Culling of email addresses in Unionware
- Pulling of membership lists in Unionware
- Mailing of membership cards to new members
- Filing and sorting of membership applications – including annual culling of applications

Rate of pay will be as Receptionist, as per the COPE 342 Collective Agreement.

Completion of a recognized administrative/secretarial course and/or 2 years related would be an asset. Must have experience in the following:

Microsoft Office
General Office Equipment
Unionware 4 or other database use

Reception and switchboard
Typing speed of 50 wpm
Filing, sorting & other office duties

This position will also require 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 resume's 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

Application deadline: Monday February 3rd, 2025 at 4:00 p.m.

Only those selected for an interview will be contacted.