

**1 year (+ few weeks) Term Position – Maternity Leave Relief**  
**Monday April 13<sup>th</sup>, 2026 – May 2027 (exact date TBD)**

UFCW Local 832 is currently looking to fill a 1 year Maternity Leave term (plus training) as a full-time administrative assistant. This position would commence **Monday April 13<sup>th</sup> 2026**. The successful applicant would work out of our UFCW Local 832 office at 1412 Portage Avenue. Hours of work would be Monday – Friday from 8:30am to 4:30pm.

**\*\*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, mass emails, mail-outs, other duties as assigned)
- Extensive use of the Mail Chimp application for electronic mass emails
- Working with database – adjusting records, pulling lists, etc.
- Filing, sorting, culling of membership applications
- Compiling and formatting letters and documents in MS Word
- 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 or other databases**

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

***This position will 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  
Email: [max.paches@ufcw832.com](mailto:max.paches@ufcw832.com)

**Application deadline: Sunday March 22<sup>nd</sup>, 2026 @ 4:30pm**

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