



# JOB POSTING

June 24, 2016

## **APPLICATIONS ARE HEREWITH INVITED FOR:**

**POSITION:** **Assistant to the National President  
(Full Time, 3-year term)**

**SALARY:** Salary commensurate with education/experience.

To coordinate and perform administrative functions as delegated by the National President, Canadian Office and Professional Employees Union (COPE). The ideal candidate will have prior experience supporting a Senior Executive in a fast-paced business environment.

This role requires being able to travel nationally and internationally, as required. Full fluency in French and English, with the ability to translate back and forth, both orally and in written form, required.

This position will be based in Burnaby, BC out of the COPE 378 dba MoveUP office.

## **PRIMARY DUTIES AND RESPONSIBILITIES/CRITICAL TASKS:**

The following are key administrative duties, but are not limited to these functions:

1. Schedule and organize activities such as meetings and travel arrangements.
2. Create and develop presentations with a focus on both accuracy and format.
3. Oversee the COPE National website and newsletter.
4. Draft and proofread correspondence, memos, charts, tables, graphs, business plans, etc.
5. General administrative day to day duties such as fielding phone calls for routine and non-routine questions, sorting incoming mail and packages, etc.
6. Working independently and within a team on special, nonrecurring and ongoing projects.
7. Act as project manager for special projects, which may include planning and coordinating multiple presentations, disseminating information, and organizing special functions.
8. Responsible for managing the flow of information and maintaining accurate records.
9. Organizing and production of various reports.
10. Deal with confidential correspondence, drafting replies where possible.
11. Prepare expense reports and maintain contact lists.
12. Act as translator during meetings and conference calls for general business correspondence and communication.
13. Perform other duties as assigned.

## **PREFERRED KNOWLEDGE AND EXPERIENCE:**

Applicants must have excellent administrative, communication, and organizational skills, as well as an ability to work well with a diverse group of people. Previous experience working in a union office is an asset.

- Minimum of 5-7 years of relevant administrative work experience is preferred, preferably in an Executive Assistant capacity.
  - Advanced English and French full fluency essential, with the ability to translate back and forth, both orally and in written form.
  - Excellent time management skills, and be able to multi-task with a strong attention to detail.
  - Strong interpersonal skills and the ability to handle confidential information.
  - Able to professionally interact and communication with individuals at all levels both internally and externally.
  - Have demonstrated ability to be proactive and self-starting, and work in a team based environment, but also have the ability to work without a lot of structure.
  - Must have strong knowledge of various computer application programs, such as MS Office, including spread sheets, databases, presentation software. General knowledge of Adobe Creative Suite – specifically InDesign, and content management systems (CMS) for websites is an asset.
  - Ability to take direction and work under pressure.
  - Be able to sit for an extended period of time.
  - Interest and/or participation in trade union or political activities preferred.
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This is an opportunity to work with highly motivated colleagues in a creative and vibrant office environment. We offer a competitive salary, and excellent benefits.

We are supportive of workforce diversity and encourage applications from all qualified individuals.

If you are interested in this rewarding opportunity, please send your application directly to David Black, National President at [davidblack@moveuptogether.ca](mailto:davidblack@moveuptogether.ca) by July 8, 2016.

We thank all applicants for their interest. Due to the large volume of applications we receive, only those shortlisted will be contacted for an interview.

David Black  
National President  
Canadian Office and Professional Employees Union