

# AMALGAMATED TRANSIT UNION LOCAL 569

## Full Time Administrative Assistant

The Amalgamated Transit Union Local 569 is seeking a full-time organized and driven Administrative Assistant. The position of the Administrative Assistant is accountable to the Executive Board, and reports to the President/Business Agent or delegate.

The Administrative Assistant will, under minimal supervision, display a high level of initiative, apply outstanding organizational skills, and demonstrate competence in the following general areas:

- Knowledge and understanding of basic accounting.
- Complex and varied Payroll.
- Assisting and supporting the President/Business Agent, and the Executive Board as required.
- Learning a complex custom database.
- Responsible for generating various internal and external reports.
- Assist in office activities including maintaining a central filing system, assisting in recording of activities on all confidential labour relations matters, and organizing mail-outs and functions for the membership.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Performs other related duties as assigned.

### Qualifications:

- Minimum of 1 year of diversified word and information processing experience, including preparing correspondence, telephone, and reception duties.
- Knowledge of Sage Pro.
- Expert with Microsoft Office Suite (Word, Excel & Outlook)
- Ability to prioritize tasks.
- Ability to learn in-house software applications and programs quickly.
- Excellent communications skills, both verbal and written.
- Ability to work independently and actively participate as a team member.
- Attention to detail and accuracy in all work areas.

Hours of Work: 37.5 hours per week (negotiable)

Salary Range: Salary will vary with experience; benefits package including LAPP.

Location of Work: 10540 108 Street

Posting Date: August 28, 2024

Closing Date: September 28, 2024

\*Equal opportunity,

nonsmoking environment\*

**Please submit your resume outlining your skills suitable for the position to Amalgamated Transit Union Local 569 at [office@atu569.ca](mailto:office@atu569.ca)**