

Posted:	18 March 2013
Deadline:	5:00pm, 29 March, 2013
Position Title:	Office relocation administrator
Position Type:	Casual, Special Project
Workplace Environment:	Union, CUPE 3906
Workplace Location:	1280 Main Street West, Hamilton, ON L8S 4L8
Job Starts:	April, 2013

About CUPE 3906:

CUPE 3906 is the trade union representing approximately 3,000 part-time, contract academic workers and post-doctoral fellows at McMaster University (teaching assistants, sessional lecturers, and post-doctoral fellows).

Job Description

CUPE 3906 is in the process of relocating our office. We are looking for someone to help us coordinate packing up our current space and moving everything to our new location. Duties include (but are not limited to) the following:

- Working with Executive Committee and Staff to ensure that the move to the new location happens as smoothly as possible
- Ensure a change of address for all necessary services and on all necessary documents
- Ensuring all electrical needs are being met in the new location (assistance will be provided)
- Ensuring that all necessary documents, and office equipment is safely packed and transported to new location
- Assistance in unpacking and setting up the new office location
- Ability to delegate tasks where necessary

Qualifications

- Ability to take direction
- Ability to work under minimal supervision,
- Self-motivated and ability to take initiative
- Strong time management skills
- Ability to balance multiple priorities
- Ability and willingness to move boxes and furniture
- Exceptional organizational skills

Assets

- Experience with setting up office networks

Application

- Cover letter (1 page maximum)
- Resume

CUPE 3906 is an equal opportunity employer and welcomes applications from all qualified individuals without discrimination.

This position is paid at a flat rate of \$2500.00 that will be issued at the end of the contract. We anticipate that this will be approximately 100 and no more than 130 hours of work. We anticipate the preparation and move will take place over the period of April 10th-May 10th. The end date for the contract will be May 15th.

Please email your application to Blake McCall at: president@cupe3906.org

We thank everyone for their interest in this position; however, only those selected for an interview will be contacted.