

Posted:	May 6 th , 2013
Deadline:	5:00 pm, June 2nd, 2013
Position Title:	Administrative Assistant
Position Type:	Part Time, Permanent
Workplace Environment:	Union, CUPE 3906
Workplace Location:	1280 Main Street West, Hamilton, ON L8S 4L8
Job Starts:	June 24, 2013

About CUPE 3906:

CUPE 3906 is the trade union representing close to 3,000 part-time, contract academic workers and post-doctoral fellows at McMaster University (teaching assistants, sessional lecturers, and post-doctoral fellows). We are looking for someone willing to commit to a democratic union culture, work with our diverse membership while working under the direction of, and in close collaboration with, an annual elected executive committee.

Role of the Administrative Assistant:

The administrative assistant will work with the executive committee. Their primary role will be the administration and processing of benefits. This includes processing claims, answering member inquiries, and prepare annual reports on benefits. S/he will also be responsible for Job Postings administration, including checking over all postings that come in from the University to ensure they are in line with the Collective Agreement, and posting them to the website. S/he will also be partly responsible with the Staff supervisors for ensuring the day to day functioning of the 3906 office.

Qualifications/Requirements:

- Experience in administration and processing of benefits claims
- Experience in preparing financial reports
- Ability to work co-operatively with many different people
- Excellent written and oral communication skills
- Demonstrated ability to work both collectively and independently
- Office administration (within a unionized environment is preferable)
- Ability to prioritize tasks while under pressure
- Strong attention to detail
- Strong organizational skills
- Strong membership servicing skills

Preferred/Additional Assets:

- Familiarity with MS office, excel, wordpress websites
- Knowledge of union structure, particularly CUPE

CUPE 3906 is an equal opportunity employer and welcomes applications from all qualified individuals without discrimination. CUPE 3906 is a unionized employer with a competitive salary and benefits package. This position starts at \$21.00/hr at 20 hours per week.

Please email your resume and cover letter to president@cupe3906.org

Only those selected for an interview will be contacted. Interviews will be held on June 12th and 13th 2013.