

ADMINISTRATIVE ASSISTANT



ORGANIZATION NAME	JOB CATEGORIES	POSITION TYPE	REGION AND LOCATION(S)	ANNUAL SALARY	AD ONLINE SINCE	APPLICATION DEADLINE
Non-Academic Staff Association - University of Alberta	Admin/Clerical	Full Time	Edmonton, Alberta	\$53,189.76 - \$69,474.12	2024-Oct-03	2024-Oct-17

The Non-Academic Staff Association (NASA) at the University of Alberta is seeking a full-time Administrative Assistant (AA).

Reporting to the Director of Operations, this position is one of the most forward facing positions within NASA and provides support to a variety of positions and activities of the Union.

The AA is responsible for providing a wide range of administrative/technical and clerical services to the NASA Office, which includes being first point of contact and general administration, i.e. managing NASA's telephone system, re-directing inquiries from union members, handling internal and external mail, etc. In addition, the AA is responsible for some event coordination as well as administration and clerical functions for NASA's Labour Relations Officers and the University of Alberta Postdoctoral Fellows Association (PDFA) as required. This position is also responsible for receiving and directing visitors to the Office. Note: some responsibilities are in transition as NASA is moving to a electronic file-storage system.

As a part of a small operations staff within NASA, the successful candidate is required to be flexible and willing to acquire skills in support of their coworkers' activities.

RESPONSIBILITIES

Office Reception:

Responsible for providing a positive image of NASA as the first contact for any caller or visitor to the office.

Responds to incoming phone calls and assists caller by redirecting call to appropriate staff member, answers questions where appropriate, directs to the appropriate resources and books appointments where appropriate. Acts as administrator and first-level trouble-shooter for the telephone system, keys and door fobs.

Processes all incoming and outgoing mail, faxes and couriers, ensuring appropriate distribution with special consideration of the confidential nature of some incoming and outgoing material.

Checks NASA's and PDFA's general email file on a daily basis and frequently throughout the day. Provides responses to emails received or forwards them to the appropriate party for response.

Office Administration:

Responsible for the general office and grievance files (office and storeroom) – opening, closing and maintenance of all files.

Monitors and orders office supplies as necessary.

Responsible for the maintenance and updating of the Labour Relations Database. Also responsible for ensuring monthly queries and reports are provided; assist Labour Relations Officers with grievance files as requested.

Responsible for the ongoing maintenance and updates of the membership database, including address changes, assigning membership numbers and cards, status updates, and ensuring that corresponding mail lists are updated regularly (e.g. NASAList, Steward Listings, etc.)

Provides administrative support as assigned to NASA internal committees, including meeting arrangements, minute-taking and other duties as may be needed.

Provides full administrative and event coordination support to the PDFA, i.e. minute-taking, action item tracking, etc.

Process and maintain record of "Time off for Union Business" forms.

Assists with the coordination of NASA events as assigned ensuring appropriate administrative support and event coordination.

Initial 'troubleshooter' for all photocopier issues.

Responsible for recording and circulating minutes of monthly staff meetings, monthly PDFA Board meeting, and PDFA General Meetings.

Provides additional secretarial support services to the Director of Operations (DOO) or the Executive as requested by the DOO or in support of other administrative staff.

EDUCATION

High school diploma required supplemental secretarial or office administrative courses/diploma an asset.

EXPERIENCE

A minimum of one year experience working in a union or association or member services based organization is required while previous experience in the education sector would be an asset.

Strong oral and written communication skills are necessary, specifically verbal communication with a variety of customers in varying states of distress. Excellent customer service skills. Resistance to stress, with an ability to manage multiple projects simultaneously and tolerate frequent interruptions and changes in priorities.

Demonstrated ability to use relevant automated systems (Microsoft office applications, database management, web browsers and email servers) and office equipment (including telephones, networked photocopier, mail machine, etc.).

Must be available for an interview October 25, 2024.

We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified applicants, including persons with disabilities, members of visible minorities, aboriginal persons, and members of other equity-seeking groups.

Please submit applications to NASAUnionHR@gmail.com

This posting will remain open until a suitable candidate has been found. While we thank all candidates for their interest, only candidates receiving an interview will be contacted.