



NSGEU STAFF VACANCY EXPERIENCED SECRETARY – DARTMOUTH NS. COMPETITION #2023-06

NSGEU has a vacancy for a full-time experienced Secretary in our Head Office in Dartmouth, NS.

DUTIES:

The Secretary is responsible for providing clerical and administrative support simultaneously to several designated staff, regional and occupational councils and/or provincial committees. While operating in an environment where deadlines and priorities are constantly changing the secretarial duties include typing complaints, grievances, contracts, negotiations and associated NSGEU correspondence including committees and council assignments. Manage a file system ensuring that correspondence is properly recorded, accurately filed, and brought forward as required. Follow office procedures consistently as office priorities at times require handling assignments from another section of the office.

QUALIFICATIONS:

A one-year secretarial course, plus a **minimum of five years' experience** (or equivalent combination of training and experience). Applicants must demonstrate the ability to communicate effectively, handle shifting priorities, cope with high pressure situations and produce reports with short notice paying close attention to detail and accuracy. The applicant must be able to operate with minimum supervision and possess both initiative and excellent judgement in prioritizing daily workflow and correspondence. Proficiency in Microsoft Office 365 (Outlook, Word, Excel and Access) and various office equipment. Excellent grammar, syntax, spelling and punctuation and knowledge of the NSGEU and its structure would be a definite asset. This is not a training opportunity.

The NSGEU is committed to diversity in the workplace, and we encourage applications from candidates from all equity seeking groups. Candidates who identify as being from any equity seeking community are encouraged to voluntarily self-identify in the application process.

SALARY: Range from \$56,342 – \$68,217

CLOSING: Please submit your cover letter and resume (merged into one document and identifying the competition number) outlining your qualifications, skills and experience to: NSGEU, Mr. Shawn Fuller, Executive Director, 255 John Savage Avenue, Dartmouth NS B3B 0J3 or e-mail to jobs@nsgeu.ca or via facsimile at (902) 428-0190 **no later than 12:00 noon on March 28th, 2023.**

We thank all applicants for their interest but wish to advise that only candidates selected for an interview will be contacted further. No interviews from outside IAMAW, Local 2797 and NSGEU memberships shall take place until such time as all qualified applicants from the above have been interviewed and no successful candidate found. NSGEU will request time for union leave for the successful applicant where necessary.