



## **NSGEU STAFF VACANCY RECEPTIONIST-TYPIST COMPETITION #2023-05**

A vacancy exists on the union staff for an experienced Receptionist-Typist in Dartmouth.

### **Duties:**

Under the general supervision of the Director of Administrative and Financial Services, the Receptionist-Typist is the primary contact person for NSGEU members and visitors to the NSGEU Head Office. Responsible for answering routine inquiries from members and other visitors and to direct other inquiries to the appropriate individual(s) in a friendly and professional manner. The incumbent will be responsible to interact with others to coordinate all administrative functions related to the utilization of the NSGEU facilities for meetings, workshops, and conferences. The incumbent will be involved in filing and scanning procedures as well as maintaining the meeting boards, inventory and sales for all NSGEU promotional items as well as typing or other clerical duties as assigned.

### **Abilities:**

The incumbent must have the ability to interact with others in a friendly, courteous and professional manner while performing duties in a fast paced environment. The ideal candidate must have clear and effective communication skills as well as excellent time management and organizational skills. Ability to consistently follow office procedures for meeting room bookings, calendar and file management systems, processing incoming mail and courier.

### **Qualifications:**

Grade 12 and a one-year commercial course, plus a **minimum of two years' experience** (or equivalent combination of training and experience). Candidate must demonstrate strong computer and keyboarding skills including a proficiency in Microsoft Office 365 (Outlook, Word, Excel and Access). Experience in booking multiple calendars using Outlook 365 would be an asset. Excellent language skills (grammar, spelling and punctuation) and proven capability to adjust to changing procedures and conflicting priorities in a fast paced environment is required as well as experience as a Receptionist. Knowledge of the NSGEU and its structure would be a definite asset.

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.

**Pay Level:** Range from \$47,546 to \$52,516

**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](mailto:jobs@nsgeu.ca) or via facsimile at (902) 428-0190 **no later than 12:00 p.m. (noon) on Thursday, February 23, 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.*