



**MEMBERSHIP RECORDS
GENERAL OFFICE CLERK 2
COMPETITION #2019 - 01**

A vacancy exists on the Union staff for a Membership Records General Office Clerk 2.

Duties:

Under the general supervision of the Director of Administrative and Financial Services, the Membership Records General Office Clerk 2 is primarily engaged in membership records management inputting and maintaining data in the NSGEU database based on the NSGEU structure.

The Membership Records General Office Clerk 2 receives, processes and reconciles member data and membership dues information from the Employer.

The Membership Records General Office Clerk 2 runs membership reports and queries to support Union activities such as votes and campaigns.

Qualifications:

Grade 12 education supplemented by a 1 year commercial/business course, plus a minimum of 2 years experience (or an equivalent combination of education and experience may be acceptable). Must possess excellent typing skills and be proficient in Microsoft Excel (data analysis), Word (documents and mail merge) and Outlook programs in particular, as well as various photocopying equipment. Must be attentive to detail and possess good organizational skills.

Must be able to prioritize work on a daily basis and must maintain security and confidentiality of data at all times. Ability to work as a team member and maintain harmonious relations with other staff members and Union members is essential. Must maintain an effective working relationship with NSGEU staff, Executive and members, as well as various Human Resource personnel on matters relating to membership. Knowledge of the NSGEU and its structure would be a definite asset.

Salary: Range from \$44,444 - \$53,809

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, Ms. Robin MacLean, Executive Director, 255 John Savage Avenue, Dartmouth NS B3B 0J3 or e-mail to jobs@nsgeu.ca or via facsimile at 428-0190 **no later than 5:00 p.m. on Friday, March 1, 2019.** 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.