



EMPLOYMENT OPPORTUNITY

MEMBERSHIP SECRETARY, DATA ANALYST

The UNW is a membership driven Union comprised of approximately 6,000 members throughout the Northwest Territories, made up of public servants and various private employee groups. As the North's largest Union, the UNW prides itself in its unique and diverse membership. As a component of the Public Service Alliance of Canada, the UNW enjoys the advantage of both regional and national representation in Canada.

Location: Yellowknife

Term: Indeterminate

Purpose: Update and maintain Union membership data, grievance database and job evaluation database. Keeping records current in the electronic database, reviewing reports, developing spreadsheets and database files, compiling and extracting data, analyzing data and developing comprehensive and accurate statistical reports, producing membership cards, producing membership information, studying database manuals, producing grievance reports, and generating reports. Provides reception and general administrative support services including clerical, typing, photocopying, correspondence and proofreading material and documents.

Qualifications: Grade 12 graduation and completion of an Office Administration Certificate programme; and two to three years related experience in an office operating typical office equipment and programmes; or demonstrated equivalent combination of training and experience. Other requirements include superior computer skills (database software and Microsoft Office), and a solid, hands on knowledge of spreadsheet software (Excel) is critical.

Salary Range: \$59,239.98 - \$66,861.28

Applications must include a resume and cover letter, and will be accepted until 5:00 pm, Mountain Time, August 23, 2019. Only those selected for interviews will be contacted.

Applications can be emailed to Kim Bailey, Director of Finance and Administration at: baileyk@unw.ca