UNION OF NORTHERN WORKERS (UNW)
Services Administrative Assistant
Indeterminate ~ Yellowknife NT

The UNW is a membership driven Union comprised of approximately 5,500 members throughout the Northwest Territories, made up of public servants and various private employer 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.

Duties: Reporting to the Director of Membership Services the incumbent provides support to the Service Department by tracking the progress of grievances, complaints, and other tasks performed by the Service Department, and providing reports at the request of the Director of Membership Services. The incumbent will also be expected to take minutes at meetings, write and prepare basic business correspondence and to draft other correspondence for approval by the Director of Membership Services and to answer and direct calls coming to the Service Department. The incumbent will also be expected to analyse documents and write summaries to be used for information (web site) and research purposes.

Qualifications: Grade 12 with two years experience in an office/administration setting. The successful candidate will have strong organizational skills, an ability to work independently, good keyboarding skills, and a demonstrated ability to use standard computer software (word processing, spreadsheets, email and presentations). Experience working for a union would be an asset.

Salary Range: $81,259.59 – 91,713.75

Interested persons may submit their resume of qualifications and experience in confidence to Anne Marie Thistle, Director of Membership Service, Union of Northern Workers. Suite 200 5112 52nd Street, Yellowknife, NT X1A 1T6, or by FAX: (867) 920-4448, or by e-mail dms@unw.ca

Deadline: 5:00 p.m. - February 28th, 2022

Please Note: Only candidates selected for an interview will be contacted.