



EMPLOYMENT OPPORTUNITY

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

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 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: Provides clerical and administrative support services. Provides reception and general administrative support services including clerical, typing, photocopying, correspondence and proofreading material and documents. Orders and maintains supplies for the office. Maintains office equipment and contacts repair personnel as needed. Books travel for members for meetings, conferences, and convention. Arranges meeting rooms for membership events. Works collaboratively with other members of the administrative support team and be cross trained to provide relief coverage.

Qualifications: Grade 12 graduation and completion of an Office Administration Certificate programme; or two to three years related experience in an office operating typical office equipment and programmes; or equivalent combination of training and experience in office management.

Salary Range: \$52,795.22 - \$59,587.40

Applications will be accepted until 5:00 pm, Mountain Time, November 17, 2017. Only those selected for interviews will be contacted.

Applications can be emailed to Melissa Pohajdak, Director of Finance and Administration at:
pohajdm@unw.ca