



UNION OF NORTHERN WORKERS (UNW)

Membership Secretary

Location: Yellowknife Head Office, NT

The UNW is a membership driven Union comprised of approximately 5,500 members throughout the Northwest Territories, made up of public sector workers 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.

Membership Secretary

Duties:

Reporting to the Director of Finance and Administration, the incumbent has primary responsibility for maintaining the Union's membership database and for ensuring the accuracy and integrity of the data on a daily basis, and for the production of reports for both internal and external use. The successful candidate will be analytical, motivated, able to identify potential data problems before they develop, and able to creatively solve problems that do arise. Apart from possessing proactive troubleshooting skills, the incumbent will be adept at prioritizing work, using time efficiently, and developing realistic action plans. We are seeking an individual with well developed interpersonal skills and a strong work ethic who is committed to working for the Union's members in a service oriented environment.

As a secondary responsibility, the successful candidate will provide relief and assistance to other administrative staff. In this role, she/he may be required to answer incoming calls, direct callers to appropriate personnel, welcome on-site visitors, determine the nature of business, announce visitors to appropriate personnel; receive, sort, and route mail; send faxes, retrieve and route incoming faxes; and perform other clerical duties such as filing, photocopying, and assisting other secretarial employees on jobs they are qualified to do.

Qualifications:

Office Administration certificate preferred (Grade XII minimum); training and experience in Microsoft Office, WordPerfect Office, Outlook, Excel or Quattro Pro; basic office procedures or experience with basic office procedures; 2 to 3 years experience in operating typical office equipment including a computer; typing speed of 50 words per minute or greater; equivalent combination of education and experience.

Preference will be given to candidates with advanced training and experience in database management and/or design.

Salary and Benefits: As per the terms of the Collective Agreement in force between the United Steelworkers Local 8646 and the Union of Northern Workers.

Anticipated Start Date: June 29th, 2009 or earlier if available.

Interested persons may submit their resume of qualifications and experience to:

**Dr. Ken Woodley, Director of Finance and Administration,
Union of Northern Workers
Suite 200 5112-52nd Street,
Yellowknife, NT X1A 1T6**

FAX: (867) 920-4448.

Closing Deadline: June 5, 2009 by 4:30 p.m.

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