

ADMINISTRATIVE ASSISTANT (Part Time) – Teachers’ Union Office

The Pearson Teachers Union is seeking applications for a vacant position as Administrative Assistant. The appointment will be effective on March 18, 2019.

The position carries the following responsibilities:

- Provide administrative support to ensure efficient operation of the office;
- Support the President and the Professional Staff in a variety of tasks related to organisation and communication;
- General office tasks which include answering and directing phone calls and emails, maintaining contact information, production and distribution of correspondence, letters, faxes and communications, organize and schedule meetings and appointments, assist in the preparations of reports, develop and maintain a filing system, order office supplies, et cetera;
- Organise Executive and Delegates’ assemblies and internal workshops;
- Maintain supplies inventory and coordinate repairs to office equipment;
- Coordinate the Executive elections every two years;
- Contribute to team effort;
- Other administrative tasks.

Desired attributes include:

- Bilingualism
- Excellent written and verbal communication skills
- Knowledge of office management
- Strong organizational and planning skills
- Proficiency in MS Office and Google Apps

Please forward your curriculum vitae to:

Heidi Yetman, Pearson Teachers Union, 17035 Brunswick Blvd, Kirkland (QC), H9H 5G6

heidi@pearsonteachersunion.com

All applications must be received by: Friday February 22, 2019