



LRO Administrative Assistant

Competition #: 2022-16

Posting date: December 15, 2022

Closing date: January 15, 2023

Duration: Indeterminate

Classification level: Level 2

Salary: 54,264\$ – 65,903 \$ (under review)

Number of positions: 1

Language requirements: Bilingual

Status: Unionized

Position Summary

The LRO Administrative Assistant provides specialized and general administrative, research, and other services to the CAPE LROs and members on all matters relating to labour relations. This role supports the LROs with a variety of tasks, including all matters relating to labour relations, conditions of employment, and other related matters in the federal public service, at the Library of Parliament and at the Office of the Parliamentary Budget Officer. It supports the delivery of training modules for CAPE members as well as CAPE's publications and internal reports.

Requirements

Education & Experience

- College certificate in Office Administration or a closely related field.
- Up to 2 years of relevant experience of relevant or similar work.
- *Note: Equivalent combinations of education and/or experience are considered.*

Key responsibilities

- Provides administrative services tailored to meeting the requirements of the Labour Representation Team (LRT).
- As a member of the broader LRT provides support for ongoing projects, including researching, compiling background materials, project documentation etc.
- Responds to and directs incoming telephone calls; regularly manages and updates the case management system for members of the LRT; opens and maintains an electronic log of incoming correspondence and distribution of same.,.

- Prepares or updates to keep current various lists of outside organizations, Local Leadership or other lists of contacts uniquely required by the LRT, or from outside sources such as government departments or other unions.
- Prepares, or finalizes, and distributes hard copy and electronic messages, notices, training materials, and other documents to audiences (e.g. media, other labour unions, employer agencies, members, etc.), as necessary.
- Conducts basic research, administers surveys, compiles data, drafts and formats reports, presentations, and correspondence, etc., as requested.
- May provide administrative services for meetings, including, contacting participants, securing a room, arranging refreshments or meals, or other services as required.

Other skills and abilities

- Skill in expressing and receiving information orally and in writing is required to tactfully provide and explain basic information/interpretation about CAPE or specialized topics, and to respond to external requests for information from CAPE members, functional specialist or functional group contacts (media, labour relations specialists of CAPE employing departments, other unions, members, Rand employees CAPE represents, etc.).
- Knowledge of the principles, practices, and processes required to provide specialized and general administrative services to one or more functional specialists or to a functional group (e.g., mobilization, communications, education, finance, member liaison, Rand liaison, bargaining, management, governance, executive, or labour relation or others as may be defined by management).
- Knowledge of database systems and maintenance and the use of computer databases.
- Skill in note and minute taking.
- Knowledge of internet search tools, web-based research and publishing, and web-publishing tools such as HTML.
- Knowledge of Microsoft Word, Excel, and PowerPoint.

Condition of employment

- Must meet the language requirement of the position

Additional Information

- A variety of assessment tools may be used to assess candidates.
- The Canadian Association of Professional Employees is committed to having a skilled, diversified workforce reflective of Canadian society. Applications are invited from all qualified candidates.
- The Canadian Association of Professional Employees is committed to developing inclusive, barrier-free selection processes and work environment. Alternative selection tool methods and/or reasonable accommodation are available upon request.

- Candidates are entitled to participate in the selection process in the official language of their choice.

Applications

Please provide your CV accompanied by a cover letter to: dotation-staffing@acep-cape.ca