



External Job Posting – Term - Administrative Assistant April 2024

About the BC Federation of Labour

The BC Federation of Labour represents over 500,000 members from affiliated unions across the province. We work with these unions to coordinate a shared interest, and the work to be done, to ensure a better life for all workers in BC.

We advocate for workers who can organize, bargain collectively, have decent wages, fair treatment, and work in a safe workplace. The BCFED is committed to justice for all, and we work with social movements and other allies to build a more equitable, democratic, and sustainable world.

We value respect, integrity, diversity, inclusion, and collaboration in all the work we do.

We are currently accepting applications for the following role:

Position of Administrative Assistant – Four (4) Month Term

Reporting to the Managing Director of Human Resources and Operations, the Administrative Assistant provides reception and clerical services to the BC Federation of Labour. This position is a four (4) month term assignment, to end approximately mid-September 2024.

Key Responsibilities:

- Provides reception service and the greeting and directing of BCFED visitors.
- Provides photocopying, printing, mailing and document production.
- Answers phones and maintains reception email.
- Point of contact for facilities repairs, maintenance, and orders.
- Stocks and maintains office supplies and resources.
- Able to operate office equipment and have the ability to do minor maintenance.
- Maintains files and databases as required.
- Must be able to adapt to a fast-paced work environment.
- Must be able to lift boxes on a regular basis.
- Arrange couriers, deliveries, and mailings.
- Assist with IT supplies, inventory, and ordering.
- And other duties as required by the BCFED operations.

Knowledge Required:

- Knowledge of office administration.
- Knowledge of BC Federation of Labour role, structure, constitution, and practices.
- Education in related field or equivalent experience.

Skills Required:

- Have knowledge of and experience with Microsoft Office software programs.
- Skills to edit for publication (i.e., posters, flyers, reports)

- Possess good Business English skills in spelling, grammar, punctuation, and proofreading.
- Ability to multi-task is essential.
- Excellent interpersonal and communication skills.
- Reliable and adaptable to changing environment.

Salary and Benefits:

The salary and benefits for this position is outlined in the BCFED – MoveUp Collective Agreement. This position is Category 3, with a current bi-weekly base wage of \$2,459.32.

To apply:

Deadline for applications is May 8, 2024, at 5pm. Please forward a resume and cover letter to Human Resources at humanresources@bcfed.ca.