



EMPLOYMENT OPPORTUNITY

GENERAL OFFICE ASSISTANT

Part-time position scheduled to begin on February 5

\$18.14 per hour

0-24 hours per week

**This is a union-organized position with the Manitoba Government and General Employees' Union
MGEU Local 433**

The General Office Assistant reports to the Chief Operating Officer, who acts as day-to-day management on behalf of the UWSA Board of Directors and is responsible for leading the operations and administration of all services and programs of the UWSA.

Duties include:

- Being the main public receptionist for the General Office;
- Providing customer service to UWSA employees, directors, members, and the public regarding all UWSA services and general queries;
- Maintaining knowledge of UWSA services and programs;
- Attending scheduled training and staff meetings as requested;
- Maintaining time keeping records for UWSA staff as directed;
- Conducting Policy research and analysis as defined by the Special Projects Manager;
- And other specialized tasks, as assigned by the Chief Operating Officer and Special Projects Manager.

Experience and Qualifications:

- Experience in an office work environment, including use of Microsoft suite;
- Experience with data management, including digital filing, format conversion, and materials preparation;
- Experience working for not-for-profit organizations;
- Experience handling confidential information and organizational privacy policies;
- Excellent communication, interpersonal, and organizational skills;
- Exceptional conflict resolution skills and professionalism;
- Experience conducting environmental scans, research, and analysis on a diverse range of topics;
- And displays political awareness and understanding.

The UWSA is an equal opportunity employer and an accessibility-focused work environment. Accessibility accommodations will be made throughout the interview process and upon hiring, upon request. Preference will be given to current members of MGEU Local 433.

Please submit a resume and cover letter detailing how you meet the listed qualifications to Tom Sidebottom, Chief Operating Officer at t.sidebottom@theuwsa.ca or apply online at theuwsa.ca/jobs

THIS POSTING IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST

DEADLINE FOR APPLICATIONS IS: FRIDAY JANUARY 30, 2024 by 4:00PM CST