



**Position:** Administrative Assistant  
**Term:** Full Time, Permanent Position, 35 Hours per Week  
**Location:** Mine Mill 598/CAW Administration Office,  
2550 Richard Lake Drive,  
Sudbury, ON, P3G 0A3  
**Salary:** \$27.91/hour, Pension and Benefits

**Summary:** We are an equal opportunity employer. The main function of the Mine Mill 598/CAW administrative assistant, in a unionized environment, is to provide administrative and clerical services to Union executive staff and members and serve as support to the financial and payroll area of the business.

**Position Qualifications:**

- Exceptional organizational, interpersonal, oral and written communication skills
- OSSD Diploma or equivalent, college diploma or university degree is desired
- Minimum 3 years of related administrative experience
- High proficiency in all Microsoft Office programs, Microsoft Certified Application Specialist (MCAS) and/or Microsoft Office Specialist (MOS) certification is an asset
- Ability to type quickly and efficiently
- Self starter who works effectively in a team environment, ability to work independently
- Dependable, reliable and punctual
- Knowledge of Sage Simply Accounting software
- Excellent numeracy proficiency
- Communicate effectively in all technologies related to communications
- Bilingualism is an asset

**Responsibilities:**

- Provide receptionist duties
- Provide high level administrative duties, while maintaining a high level of confidentiality and accuracy

- Ability to prioritize work to meet set deadlines
- Identify, establish, implement and coordinate office procedures
- Maintain and troubleshoot office equipment
- Electronic data base implementation and management
- Internet and email usage
- Confidential and responsible clerical work
- Perform financial functions including processing invoices for payment
- Prioritize workloads under pressure

**General Duties:**

- Coordinate travel and accommodation bookings for the executive staff
- Review and assess incoming correspondence
- Basic accounting
- Participate and assist in the coordination and execution of various events
- Provide assistant support to union executives including President
- Manage stationary and supplies budget
- Maintain vacation list for all reporting employees
- Attend selected meetings, produce minutes in a timely manner

**Closing Date:** Sept 30, 2011

**Please forward applications:** Gezhtoojig Employment and Training  
117 Elm Street, Unit 102  
Sudbury, ON  
P3C 1T3  
Fax: (705) 524-5152  
Email: [kmurray@gezhtoojig.ca](mailto:kmurray@gezhtoojig.ca)

Only applicants selected for an interview and testing will be contacted.