



## **Employment Opportunity**

### **MEMBERSHIP SECRETARY-RECEPTIONIST**

The UNW is a membership driven Union comprised of approximately 5,500 members throughout the Northwest Territories, made up of public servants and various private employee groups. As the North's largest Union, the UNW prides itself in its unique and diverse membership. As a component of the Public Service Alliance of Canada, the UNW enjoys the advantage of both regional and national representation in Canada.

**Location:** Yellowknife

**Term:** Indeterminate

**Purpose:** Provides clerical and secretarial support including maintaining and updating Union membership data, grievance database and job evaluation database. Keeping records current in the electronic database, reviewing reports, developing spreadsheets and database files, compiling and extracting data, producing membership cards, producing membership information, studying database manuals, producing grievance reports, and generating reports. Provides reception and general administrative support services including clerical, typing, photocopying, correspondence and proofreading material and documents.

**Qualifications:** Grade 12 graduation and completion of an Office Administration Certificate programme; or two to three years related experience in an office operating typical office equipment and programmes; or equivalent combination of training and experience in office management. Other requirements include computer skills (Database software, Microsoft Office) and a good understanding of spreadsheet software (Excel) is necessary.

**Salary Range:** \$56,801.08 - \$64,108.62

**Preference will be given to qualified applicants who live in the north.**

**Applications will be accepted until 5:00 pm, Mountain Time, September 8, 2017.**

**Applications can be emailed to:**

Melissa Pohajdak, Director of Finance and Administration at: [pohajdm@unw.ca](mailto:pohajdm@unw.ca)