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**POSTING No. COPE-2202**

March 21, 2022

**BILINGUAL SECRETARY  
NATIONAL SECRETARY-TREASURER'S OFFICE**

Individuals interested are invited to apply for the bilingual position of Secretary primarily assigned to work at the National Secretary-Treasurer's Office at the CUPE National Office located in Ottawa, Ontario.

Under general direction, the Secretary assists with the day-to-day operation of the office and provides administrative and clerical support including, but not limited to word processing, disseminating information, and determining priorities.

**SUMMARY OF DUTIES**

Applicants should have a very good knowledge of general office work and be able to perform with accuracy and minimum supervision, the following duties, among others:

- Set up, compose, type, proofread and process to completion, and where required, send for translation: correspondence, reports, collective agreements, proposals, presentations, news releases, forms, and other documents on a timely basis. Initiate follow-up where required.
- Receive, screen and direct calls, respond to general enquiries and provide general information to staff and local unions.
- Receive, process, and distribute incoming mail and e-mail; review correspondence and refer to appropriate person(s), scan and forward if necessary; initiate reply as required in a timely fashion; process outgoing mail and courier deliveries according to shipping requirements.
- Perform receptionist functions such as: responding to or directing telephone inquiries to appropriate staff members; receiving and welcoming visitors, adhering to security sign-in procedures, directing visitors to appropriate staff member or location, opening and/or closing switchboard; and training other staff on these functions, as required.
- Coordinate travel and accommodation arrangements ensuring adequate timing of schedules.
- Coordinate conferences, workshops, meetings, and appointments; may include registration of participants, where required; attend meetings/conferences and take minutes as required; photocopy and compile material/documents.
- Produce and prepare materials for conferences, workshops, meetings, etc. and, where required, maintain an inventory of regular materials.

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**MARK HANCOCK**

National President/Président national

**CANDACE RENNICK**

National Secretary-Treasurer/Secrétaire-trésorière nationale

**PATRICK GLOUTNEY, FRED HAHN, JUDY HENLEY, SHERRY HILLIER, LEE-ANN KALEN**

General Vice-Presidents/Vice-présidences générales

- Maintain accurate filing systems (electronic and hard copy) including archiving and disposing as required; maintain orderly and updated library reference materials and maintain records and mailing contact lists.
- Assist, where required, in the operations of the office: maintaining appropriate inventory of office supplies, material, equipment and office furniture; processing and verifying orders, monitoring office security and emergency systems, overseeing office premises (parking permits, lighting, keys), where a facility is owned by CUPE, this would include ensuring the maintenance of the building.
- Assist with office orientation for employees on office policies, procedures, and equipment.
- Create and/or maintain, update, perform searches, retrieve information, and generate reports from various databases, as necessary.
- Receive, verify, and process invoices for payment and submit cheque authorization, where required.
- Monitor petty cash expenditures, maintain adequate receipts and records for accounting purposes, and ensure that petty cash funds are replenished on a timely basis, as required.
- Disseminate information as appropriate, and where required, post most current information on website.
- Provide back-up assistance to other staff, as required.
- Perform other related duties, as assigned.

### **QUALIFICATIONS**

- Two years related work experience, ideally in a union environment;
- Business or Community College graduate in a relevant field or an equivalent combination of education and experience;
- General knowledge of:
  - administrative policies and procedures;
  - CUPE political and organizational structure;
  - internet research techniques;
  - databases and data management;
  - basic accounting, bookkeeping, or business math;
  - role-based operational focus, where required.
- Ability to:
  - speak and write at an above average level in English and French;
  - communicate effectively in a respectful and cooperative manner with the public, all staff, members, contractors, etc.;
  - perform basic mathematical functions;
  - work with minimal supervision;
  - maintain confidentiality;
  - meet deadlines and/or establish priorities while working in a high-pressure work setting;
  - work with a high degree of accuracy;
  - exemplify good organizational skills;
  - solve problems, identify and correct discrepancies, and follow guidelines, where applicable;
  - keyboard/type at 50 wpm;
  - use advanced MS Office Suite and learn new software.

**CONDITIONS OF EMPLOYMENT** as set out in the collective agreement between CUPE and COPE Local 491.

**WEEKLY SALARY RANGE:** \$1,334.40 to \$1,362.63 (plus 7% bilingual bonus)

Persons interested should send their application, and an updated résumé, quoting job posting **COPE-2202** to the Human Resources Department at [hr@cupe.ca](mailto:hr@cupe.ca), no later than **April 8, 2022**.

CUPE offers a significant benefits package including a superior Defined Benefits Pension Plan and an excellent Extended Health and Dental Care Plan, Prescription Drugs, Vision Care, Life Insurance, Long Term Disability coverage, and an Employee Assistance Program.

As part of its commitment to Employment Equity, CUPE encourages applications from qualified members of the five designated groups: women, Indigenous peoples, persons with disabilities, racialized people and 2SLGBTQ+ people. Accommodations are available on request for candidates taking part in all aspects of the selection process.