

December 7, 2021

**TEMPORARY MAINTENANCE/STOCKROOM CLERK  
ADMINISTRATION BRANCH  
NATIONAL OFFICE**

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Individuals interested are invited to apply for the temporary position of Maintenance/Stockroom Clerk to work within the Administration Branch of the Finance and Administration Department at CUPE National Office in Ottawa, Ontario. This assignment is available immediately and is expected to continue until December 31, 2022.

**PURPOSE OF POSITION**

Under the general direction of the Director of Property Management, the Maintenance/Stockroom Clerk performs daily building maintenance; processes incoming and outgoing mail, shipments, and other deliveries; maintains the stockroom in an efficient manner; and performs other duties as required.

**SUMMARY OF DUTIES**

- Perform general building maintenance as required by carrying out light maintenance work; determining best method for making repairs; assembling furniture; loading and unloading trucks; moving and transporting items such as office furniture, equipment, and boxes to on-site and off-site destinations; enforcing building parking regulations.
- Maintain and manage file storage areas including managing limited space for storage, placing and locating storage items; and managing record storage including the destruction of documents, as advised.
- Manage the pickup and delivery of items for transfer, generally within the National Capital area, including parcels, envelopes, and correspondence, as required.
- Maintain inventory of photocopy supplies at the National Office.
- Perform general mail duties including collecting, labeling, sorting, and processing of outgoing, post registered and special delivery mail; monitoring of outgoing deliveries; receiving and distributing incoming mail including parcels and courier deliveries; and verifying waybills and goods received by checking packing slip against purchase order and record completeness of shipment.
- Operate all job-related equipment such as postage machines, fax machines, photocopiers, and electrical tools efficiently and safely.

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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

- Perform general telephone duties responding to general inquiries and providing general information, as required.
- Prepare materials for shipment including packaging, invoicing, and shipping orders, as required.
- Perform other related duties, as assigned.

## **QUALIFICATIONS**

- One-year related work experience.
- Secondary school diploma.
- Valid driver's license.
- General building maintenance skills – ability to perform various building maintenance and light repairs on items such as door hardware, plumbing, light bulb replacement, painting, installing furniture, and assisting tradespeople with electrical, plumbing and HVAC repairs.
- Willingness to learn to operate various printing and copying equipment in order to assist the machine operator at the CUPE Print Shop.
- General knowledge of:
  - Relevant current Canada Post charges, freight and courier rates, service standards, etc.;
  - Office and mailroom procedures;
  - Health and Safety procedures;
  - CUPE political and organization structure;
  - Internet research techniques;
  - Experience in working in a LEED building would be an asset.
- Ability to:
  - speak and write at an average level in English;
  - communicate effectively in a respectful and cooperative manner with the public, all staff, members, contractors, etc.;
  - lift and maneuver heavy boxes, equipment, and furniture;
  - perform basic day-to-day maintenance functions relative to the office buildings, equipment and furniture;
  - perform basic mathematical functions;
  - work with minimal supervision;
  - maintain confidentiality;
  - make decisions on shipping, best pricing, storage;
  - 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;
  - use basic MS Office Suite and Canada Post shipping system and learn new software;
  - use standard office equipment;
  - efficiently use other equipment such as scales, folding machines, hand and power tools, hand truck dollies; and loading platforms.

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

**WEEKLY SALARY RANGE:**            \$1,291.51 to \$1,315.30

Persons interested should send their application and updated résumé to the Human Resources Department at [hr@cupe.ca](mailto:hr@cupe.ca), no later than **January 5, 2022**.

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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 LGBTQ2+ people. Accommodations are available on request for candidates taking part in all aspects of the selection process.