



RECEPTIONIST-TYPIST COMPETITION #2017-03

A vacancy exists on the union staff for an experienced Receptionist-Typist.

Duties:

Under the general supervision of the Director of Administrative and Financial Services, the Receptionist-Typist is the primary contact person for NSGEU members and visitors to the NSGEU Head Office. Responsible for answering routine inquiries from members and other visitors and to direct other inquiries to the appropriate individual(s) in a friendly and professional manner. The incumbent will be responsible to interact with others in order to coordinate all administrative functions related to the utilization of the NSGEU facilities for meetings, workshops and conferences. The incumbent will be involved in filing and scanning procedures as well as maintaining the display, inventory and sales for all NSGEU promotional items as well as typing or other clerical duties as assigned.

Abilities:

The incumbent must have the ability to interact with others in a friendly, courteous and professional manner while performing duties in a fast paced environment. The ideal candidate must have clear and effective communication skills as well as excellent time management and organizational skills and have the ability to consistently follow office procedures such as those for file management systems, incoming mail and courier.

Qualifications:

Grade 12 and a one year secretarial course, plus a **minimum of three years experience** (or equivalent combination of training and experience). Typing skills are essential as well as proficiency using Microsoft Office and windows applications and audio visual equipment. Excellent language skills (grammar, syntax, spelling and punctuation) and proven capability to adjust to changing procedures and conflicting priorities in a fast paced environment is required as well as experience as a Receptionist. Knowledge of the NSGEU and its structure would be a definite asset.

Salary: Range from \$40,976 to \$45,261

CLOSING: Please submit your cover letter and resume (merged into one document and identifying the competition number) outlining your qualifications, skills and experience to: NSGEU, Ms. Robin MacLean, Executive Director, 255 John Savage Avenue, Dartmouth NS B3B 0J3 or e-mail to jobs@nsgeu.ca or via facsimile at 428-0190 **no later than 5:00 p.m. on Monday, March 13, 2017.** *We thank all applicants for their interest, but wish to advise that only candidates selected for an interview will be contacted further.*

No interviews from outside IAMAW, Local 2797 and NSGEU memberships shall take place until such time as all qualified applicants from the above have been interviewed and no successful candidate found. NSGEU will request time for union leave for the successful applicant where necessary.

