



**NSGEU STAFF VACANCY  
GENERAL ASSISTANT (Part-Time)  
Competition #2021-19**

NSGEU has a vacancy for a part-time experienced General Assistant in Dartmouth, NS.

**DUTIES:**

The General Assistant is responsible for the set-up of member meeting spaces and the daily janitorial services of the building including cleaning of meeting and office space, floors, kitchen, and bathroom areas as well as garbage disposal. In addition, regular interior maintenance and repairs for the NSGEU Head Office is the responsibility of the General Assistant. Managing associated supplies is also a requirement.

The incumbent is responsible for interior property maintenance and general exterior maintenance (shoveling and salting of walkways). This position occasionally provides courier and delivery services for NSGEU by transporting various items/boxes to mail drops, meetings, alternate spaces, and demonstrations as required. Special work assignments may include the set-up and maintenance of temporary sites and facilitating and assisting with the set-up of special events such as Convention.

Shift work will be primarily evenings and may include day, night and weekend hours with schedules posted in accordance with the Collective Agreement.

**QUALIFICATIONS:**

Requires high school completion plus three years' related experience. Must be attentive to detail, have good organizational skills, be capable of working independently and meet established schedules and deadlines. Must be able to prioritize work daily and always maintain security of building. Ability to work as a team member and maintain harmonious relations with other staff members and Union members is essential. Physically active, required to move office furniture, lift heavy boxes and associated duties such as bending, reaching, etc. are required. Experience with minor building maintenance and repairs would be an asset.

Requires knowledge of Health & Safety requirements, WHMIS, and handling and operation of various maintenance and office equipment. Required to have a valid driver's license for performance of job duties as described above.

**SALARY:** Range from \$22,576 – \$24,976

**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, Mr. Shawn Fuller, Executive Director, 255 John Savage Avenue, Dartmouth NS B3B 0J3 or e-mail to [jobs@nsgeu.ca](mailto:jobs@nsgeu.ca) or via facsimile at (902) 428-0190 **no later than 12:00 noon on December 10th, 2021.**

*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. The NSGEU is committed to diversity in the workplace and we encourage applications from candidates from all equity seeking groups. Candidates who identify as being from any equity seeking community are encouraged to voluntarily self-identify in the application process.*