NSGEU STAFF VACANCY
RECEPTIONIST/ADMINISTRATIVE ASSISTANT (RAA) – EXTERNAL
TERM TO SEPTEMBER 2027 - DARTMOUTH NS
COMPETITION #2026-12

A vacancy exists for a term experienced staff Receptionist/Administrative Assistant (RAA) in Dartmouth.

DUTIES:
Under the general supervision of the Director of Finance and Operations the Receptionist/Administrative Assistant 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 to coordinate all administrative functions related to the utilization of the NSGEU facilities for meetings, workshops, and conferences. This includes coordinating media and technology requirements, catering and assisting with printing and copying needs as required. The role also involves booking and coordinating Zoom meetings and licensing. In addition, the incumbent may provide support to Mail services, which includes logging and sorting all incoming mail, packages, and deliveries. This position assists the Communications Department, including selling NSGEU merchandise ("swag") and reconciling cash and e-transfer payments.

The incumbent arranges airfare, travel, accommodations and time off for officers, staff, and union members who participate in seminars or other union meetings. The incumbent is responsible for logging all incoming mail for distribution as well as courier items which will involve filing and scanning procedures. Maintains the meeting boards, coordinates coffee/tea service, catering as well as typing and 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, multi-tasking, and organizational skills. Ability to consistently follow office procedures to ensure efficient scheduling of meetings.

QUALIFICATIONS:
One-year Administration or Business course, plus a minimum of two years' experience in customer service and appointment booking (or equivalent combination of training and experience). Excellent verbal and written communication skills along with a proven ability to adapt to changing procedures and conflicting priorities in a fast-paced environment is required. Candidate must demonstrate strong computer and keyboarding skills including proficiency in Microsoft Office 365 (Outlook, Word, and Excel). Experience in booking and managing multiple calendars using Outlook 365 or Zoom as well as experience in customer service and knowledge of the NSGEU and its structure would be a definite asset.

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.

Pay Level: Starting at $57,263

CLOSING: Interested applicants please submit your resume and cover letter (merged into one document) identifying the competition number, outlining your qualifications, skills and experience to: NSGEU 255 John Savage Avenue, Dartmouth NS B3B 0J3 or e-mail to jobs@nsgeu.ca or via facsimile at 902-428-0190 **no later than 5:00pm October 6, 2026.**

W*e 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.*