

Office Professional Wanted

Relief Administrative Assistant

Employment will be under the Terms of the Collective Agreement between the Construction Industry Affiliated Trade Unions and Canadian Office and Professional Employees Union (MoveUp), Local 378, May 1st, 2018 to April 30th, 2023.

<https://moveuptogether.ca/workplace/construction-industry-affiliated-trade-unions-ciatu/>

We are in need of a Casual (relief) Clerk I, Clerk Stenographer, AA Category 2, for a four-to-seven-week period beginning September 2022. The hours will be 9 A.M. to 1 P.M. or 1 P.M. to 5 P.M, Tuesday, Wednesday, Thursday.

Experience with Q-Trades Union Member software an asset. Also required is the ability to relate with a very diverse membership, suppliers and partner organizations. We are a small Craft Union with an office in Surrey.

See below for excerpts from the collective agreement.

Category 2 –Administrative Assistant 2

Clerk I, Clerk-Stenographer, Data Entry Clerk, Computer Operator, May be required to perform the duties of a lower category position. **Current hourly rate, \$28.68.**

BASIC PURPOSE

Employees in this category perform a variety of clerical, administrative and office support duties.

DUTIES AND RESPONSIBILITIES

1. Perform data entry using the Organization's Software and other online systems.
2. Take and transcribe dictation and/or prepare documents; maintain a variety of files including enrolment records in a Health and Welfare office.
3. Perform word processing tasks which may include reports, documents, correspondence and office forms
4. Reserve boardroom and or meeting rooms as required.
5. May be required to perform the duties of a lower category position.

It is understood that the "duties and responsibilities" as identified in this Category are general in nature.

5.05 Casual Employees:

(a) Casual or extra employees shall be those employees hired for extra or relief work for periods of up to two (2) months. Casual employees shall be paid, the wage rates provided in this Agreement and will be guaranteed not less than four (4) hours' work on each day which they are employed.

(b) Casual employees shall be entitled to a combined Statutory Holiday and Annual Vacation pay at the rate of eight percent (8%) of gross earnings and shall receive these monies, after reaching mutual agreement with the bargaining unit Employer, on either termination or on each and every paycheque.

(c) The bargaining unit Employer shall make hourly contributions to the Pension Plan Fund on behalf of Casual employees in accordance with Article 11.03(d).

(d) The bargaining unit Employer shall make hourly contributions to the Health Plan Fund on behalf of Casual employees based on actual hours earned as identified at Article 11.03(d).

(e) Casual employees shall not accrue any seniority.

Apply in confidence to;

BAC 2 Relief Office Professional

12309 Industrial Rd.,

Surrey, B.C. V3V 3S4

Or via email to info@bac2bc.org