

Job Posting

AFL Administrative Opportunity

Closing date: July 25, 2012

The Alberta Federation of labour is a central labour organization made up of affiliate unions from across the province. The AFL is an equal opportunity employer. Women, people of colour, aboriginals, workers with disabilities, gay, lesbian, bisexual and transgender workers are encouraged to apply for this position. The successful candidate will work from the AFL office in Edmonton.

This Full Time Permanent Office Administrator position reports to the Secretary Treasurer of the Alberta Federation of Labour.

The core responsibilities of the position are to provide professional and high level administrative support to the officers, staff and affiliates of the Alberta Federation of Labour.

This position works as part of a support team whose duties include a full range of administrative work including event coordination, website and systems operation, support and management as well as office equipment operation, support and management. This position is a front line position welcoming visitors in person or by phone and ensuring that they are attended to appropriately. Microsoft Office is the office standard and all elements are used daily as well house designed web site administration. Support is provided to various AFL committees as well as Officers and Staff and the position may be required to organize functions, schedule meetings, arrange catering, type minutes and provide other forms of support.

The position requires a very high level of skill in office systems, which has been achieved through a combination of post secondary education and on the job experience of not less than 5 years. In addition this job requires a well developed sense of cooperation and the incumbent must be able to work in a team and be able to handle a fast paced environment where priorities are often competing and urgent. A solid working knowledge of English is essential. Understanding of, and experience in, the labour movement is a definite asset.

This position is unionized and the incumbent will be a member of Canadian Office and Professional Employees Local 458. A high level of remuneration and full benefits are applicable under this collective agreement.

Please submit your application along with the names of 3 references to:

Nancy Furlong
Secretary Treasurer
Alberta Federation of Labour
10654 – 101 Street, Edmonton, AB T5H 2S1
Fax: 780.484-5928
Email: fyinfurlong@afl.org

Note: Only those candidates short-listed for an interview will be contacted.