



Canadian Union of Public Employees
Syndicat Canadien de la fonction publique
LOCAL 1615

Administrative Support Professional (BAND 5)

(6-month Contract, Part-time Position)

Under general direction of the Executive Board, the *Administrative Support Professional* assists with the day-to-day operation of the office and provides administrative and clerical support including, but not limited to, word processing, disseminating information, and determining office priorities as well as such support to Committees and Executives.

SUMMARY OF DUTIES

The *Administrative Support Professional* will be required to perform moderately difficult and varied clerical work that requires some independent judgment.

Please note that this position does **not** include executive powers, signing authority, the signing and presenting of reports, or voting.

Duties include the following.

- Consult/advise members on any questions or concerns they may have as well as direct them to the Team of Stewards where appropriate
- Answer the office phone lines and direct the calls as needed
- Assist as directed with the logistics and planning of meetings and events
- Oversee clerical tasks and assist with correspondence as well as paperwork
- Book travel and accommodations and ensure signing authorities make associated payments as needed
- Monitor the Memorial job ads and keep digital copies and store in database
- Move, scan to a drive and shred financial and other files as needed
- Maintain CUPE bulletin boards and Website notices (or relevant medium-type)
- Provide assistance and upkeep of the Membership Database alongside the Membership Officer
- Ensure and assist with New Member Letters/Packages are provided to members
- Ensure and assist with Retirement Letters and Certificates are prepared and sent
- Assist in the work of Committees as directed by the Executive Board
- Assist with tasks of Executive members as directed by the Executive Board

For inquiries or job applications please contact hr@cupe1615.ca.

QUALIFICATIONS

Experience (1-3 years) in moderately difficult and varied clerical work. Given the nature of the work, independent action, adaptability and interpersonal skills are highly desired as well as experience working for or being in a labour union. Graduation from a two-year office administration program is required; or an equivalent combination of experience and training may be considered.

The ideal candidate will have knowledge of CUPE1615 with strong organizational, written, and oral communication skills; knowledge and experience of Google Workspace *Sheets*, *Docs* and other apps as well as Microsoft Office (PowerPoint, Excel, and Word). Experience booking travel and accommodation. Experience with scanning and best-practice storing of electronic data, uploading to shared union Drives would be considered an asset. Experience with Web-editing and Databases would be an asset.

SALARY: \$30,702.28 per annum / \$29.52 per hour (Band 5 of [CUPE 1615 Payscales](#))

CLOSING DATE: Friday, September 25th, 2026 by 5:00 p.m. NST

START DATE: TBD

HOURS: 20 per week

Inquires and applications should be sent to hr@cupe1615.ca.

CUPE 1615 is committed to the hiring principles of the national union. CUPE is committed to fostering a representative workplace and a culture grounded in respect, diversity and inclusiveness at all levels of our organization to ensure that our workforce reflects the diverse CUPE membership and the diverse communities in which we live and serve. CUPE encourages applications from qualified members of equity-deserving groups, including women, Black and racialized people, Indigenous people, persons with disabilities, and 2SLGBTQI+ people. We will provide reasonable accommodations for candidates on any protected human rights grounds at any stage of the selection or recruitment process.

If you require accommodations, please contact us at hr@cupe1615.ca.

For inquiries or submission of resumes or cover letters, please contact hr@cupe1615.ca.