

**PLEASE POST**



**NSGEU TEMPORARY STAFF VACANCY FOR EXPERIENCED SECRETARY**  
**COMPETITION #2012-02**

A vacancy exists on the Union staff for an experienced Secretary. It is anticipated that this temporary vacancy will end on June 30, 2012.

**Duties:**

The Secretary is responsible for providing clerical and administrative support simultaneously to several designated staff, regional and occupational councils and/or provincial committees. While operating in an environment where deadlines and priorities are constantly changing the secretarial duties include typing NSGEU correspondence related to complaints, grievances, contracts, negotiations and associated NSGEU correspondence including committees and council assignments. Manage a file system ensuring that correspondence is properly recorded, accurately filed and brought forward as required. Follow office procedures consistently as office priorities at times require handling assignments from another section of the office. Operation of photocopying and a variety of office equipment is also required.

**Qualifications:**

Grade 12 and a one year secretarial course, plus a **minimum of five years experience** (or equivalent combination of training and experience). Applicants should have the ability to communicate effectively with employer personnel, office personnel and members, handle multiple priorities, cope with high pressure situations such as dealing with conflicting priorities and producing reports with short notice paying close attention to detail and accuracy. The applicant must be able to operate with minimum supervision and possess both initiative and excellent judgement in prioritizing daily workflow and correspondence. Excellent typing skills are essential as well as proficiency using Microsoft Office and windows applications. Excellent language skills (grammar, syntax, spelling and punctuation) and proven capability to adjust to changing procedures and conflicting priorities. Knowledge of the NSGEU and its structure would be a definite asset. This position requires experience, confidence and excellent administration skills; **it is not a training opportunity.**

**Salary:** Range from \$45,092 to \$54,596

**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, Keiren Tompkins, Executive Director, 100 Eileen Stubbs Avenue, Dartmouth NS B3B 1Y6 or e-mail to [jobs@nsgeu.ca](mailto:jobs@nsgeu.ca) or via facsimile at 428-0190 **no later than 3:00 pm on Friday, February 10, 2012.**