

Employment Opportunity
at
TEAM-IFPTE Local 161
(TELECOMMUNICATIONS EMPLOYEES
ASSOCIATION OF MANITOBA – INTERNATIONAL FEDERATION OF
PROFESSIONAL AND TECHNICAL ENGINEERS LOCAL 161)

--- Applications must be received by April 30th ---

- Position:** Administrative Assistant
- Duration:** Up to one-year term, commencing the week of May 28, 2018.
- Hours of Work:** 40 hours per week (includes half-hour lunch breaks),
Monday to Friday, start time of 8:30 a.m.
- Pay:** Annual base pay between \$30,000 to \$40,800 (depending on
experience), plus an additional 3% of base for flexibility in
working hours.
- Benefits:** 8.5% of base pay for pension and health benefits;
Up to two weeks vacation in accordance with Manitoba's
Employment Standard's Code;
Twelve statutory paid days off; and paid time off between
Christmas and the New Year (3 days).
- Location:** Downtown Winnipeg
- Union:** This is a unionized position, covered by Unifor Local 191.

Qualifications

Proven experience in the use of QuickBooks essential.

Must be able to demonstrate ability to perform the responsibilities of the position.

Formal education/certification, good writing skills, experience working in a law or union office, and familiarity with updating websites and social media are assets.

Position Responsibilities

Visit the TEAM website for a comprehensive job description: teamunion.mb.ca

or contact the office for more information: 204-984-9470
team@teamunion.mb.ca