

**Main Office Location**

First Floor, 326 - 12<sup>th</sup> Street  
 New Westminster, BC V3M 4H6  
**Tel:** 604.524.9457  
**Toll-free:** 1.800.841.5911  
**Fax:** 604.524.0419  
**Fax:** 1.877.624.9906

**Island Office Location**

2B - 780 Kings Road  
 Victoria, BC V8T 5A2  
**Tel:** 778.265.9855  
**Toll-free:** 1.855.554.6649  
**Fax:** 778.265.9815

GORDON McGRATH  
*President*

BILL GAUCHER  
*Secretary Treasurer*

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**Temporary Position Only - Receptionist/Secretary Local 114 April 11, 2018**

We are looking for a Temporary Receptionist/Secretary to fill a vacancy for one of our employees who is on a medical leave within our organization. This temporary position is for a 6 month period: Late April, 2018 through October, 2018 (26 weeks).

The hours are as follows: 4 days per week (7.5 hours paid per day); Tuesday through Friday 8:30 am - 4:30 pm (1/2 hour unpaid lunch break); 30 hours per week @ \$20.80 per hour + 4% vacation pay. **This temporary position is working out of the New Westminster Office.**

**Responsibilities:**

- Answer telephones and work a Switch Board to direct calls to proper staff
- Greet members who come in
- Type, copy and distribute letters, posters, information bulletins, etc. via mail and fax
- Type and format contracts (either to be done in-house or sent to printer)
- Open and distribute mail
- Book meeting and sleeping rooms and make airline reservations for reps/members
- Handle arrangements for Executive and General Meetings
- Keep track of appeals for Executive Meeting
- Keep track and order office supplies as needed
- Filing (filing current, weeding out old, reorganizing and upgrading to meet changing Local needs)
- Typing letters and reports
- Preparing spreadsheets

**Qualifications and Experience**

- At least 2 years' experience in a reception/administrative role
- Exceptional communication skills required
- Excellent customer service skills; someone who is outgoing and friendly
- Strong ability to work both independently and as part of a team; strong interpersonal skills
- Switchboard experience is an asset
- Proficient in MS Office and Windows-based computer applications (Word, Excel, Outlook, etc.).
- Very detail oriented and ability to work and think independently and in a team.
- Excellent organizational and co-ordination skills with the ability to effectively manage time, priorities and multiple tasks.

If you are interested in this temporary position and have the qualifications and experience needed please forward your resume by April 20<sup>th</sup>, 2018 to: [billgaucher@gmail.com](mailto:billgaucher@gmail.com) , no phone calls to the office about this.

**Bill Gaucher, Secretary Treasurer Unifor Local 114**