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Executive Assistant

The Service Employees International Union Local 2 (SEIU Local 2) is a 20,000 member organization that represents workers in British Columbia, Alberta, Ontario, New Brunswick and Nova Scotia. We are currently seeking an Executive Assistant at our Burnby, BC office.

Job Overview

This is an in-office job is based in Burnaby, BC. The Executive Assistant position requires the incumbent to support Business Agents, Legal Counsel and occasionally, Organizers for all office across British Columbia. Office administration experience, attention to detail, excellent communication, organization and computer skills will be required. A paralegal/legal secretary certification and multilingualism are assets.

Responsibilities and Duties including but not limited to:

- Assisting Business Agents, Legal Counsel and Organizers: This may include, but not limited to, preparing general correspondences, assist with bargaining proposals and ratifications, editing collective agreements, managing and tracking grievances, coordinating meetings with the membership and/or employers, management of Branch 300's hiring hall, booking offsite meetings or Zoom/Teams meetings, catering, event organizing, calendar management, and other general office help.
- Assisting Legal Counsel: Preparation for arbitrations and labour board hearings, producing books of documents, proofreading submissions and conducting legal research as needed.
- Reception Duties: Answering phones, mail (incoming and outgoing along with mass mail outs), faxing, greet guests, accept courier packages, assist with member general inquiries, etc.
- Computer:
 - Data entry and running reports using the CRM program. This includes entering new members, new units, updating collective agreement information, updating member contact information etc. and ensuring this data is kept up to date.
 - Assist with the Action Network program
- Reporting to the Toronto office: Member expenses, monthly expenses to be reimbursed, lost wages, yearly expense report and other information as required.
- General office duties: (as approved) Ordering supplies, office maintenance, and other duties as required.

This position reports into the Office Manager (head office) but will mostly take direction from Business Agents, Legal Counsel and occasionally from Organizers at the Burnaby, Vancouver and Victoria offices.

This is a unionized position with a very generous compensation package.

Qualifications:

- 5 + years experience as an Executive Assistant working in a faced paced environment
- Tech savvy – familiar with Microsoft, CRM, etc

Assets:

- Union experience
- Paralegal/Legal Secretary certification
- Languages