



Executive Assistant/Paralegal

Reports to:

- Office Manager, Head Office (Toronto)
- Vice President (VP), SEIU Local 2, Dartmouth Office (and other Canadian Officers)
- Business Agents/Legal Counsel, 902 Regional Office, Dartmouth

Job Overview

This is a full-time, in-office position located at SEIU Local 2's Dartmouth, Nova Scotia office. The Executive Assistant/Paralegal position requires the incumbent to support the Vice President and Business Agents/Legal Counsel with several duties. Excellent communication skills as well as attention to detail are essential traits to be successful in this role.

Responsibilities and Duties including but not limited to:

- Assisting the Business Agents / Legal Counsel. This may include general correspondence, coordinating meetings with the membership and/or employers, booking meeting rooms or Zoom/Teams meetings, catering, assisting with bargaining proposals, ratification documents, typing collective agreements, keeping calendars up to date, and other general office help such as ordering supplies and general office maintenance in collaboration with the Office Manager and VP.
- Typing and tracking grievances, submitting them to the stewards or employer, and requesting mediation and/or arbitration.
- Maintaining intake logs.
- Reception duties: answering phones, mail, greeting guests, accept courier packages, assist with members' inquiries, etc.
- Data entry and running reports as requested using the CRM program. This includes entering new members, units, collective agreement information, updating member contact information etc. and keeping this data constantly up to date.
- Submitting member expense reports in a timely manner to the head office.
- Supporting the Business Agents and Organizers with their member site visits as required including preparing agendas and minutes for various meetings (Labour/Management, Board Meetings etc), preparing new member packages for distribution, organizing swag to send to sites, photocopying, mailouts.
- Assisting with the organization of board meetings and events such as member picnics, pride parade, rallies and other celebrations.
- Ensuring deadlines are met with advanced preparation time.

Qualifications:

- 5 + years Executive Assistance experience
- Tech savvy – proficient with Microsoft programs, CRM, adobe, DocuSign and is a quick learner when faced with new technologies

Assets:

- Paralegal or legal secretary certification (or an interest in becoming certified)
- Union office experience

Interested candidates should send resume to Kelly Kirkland at kkirkland@seiulocal2.ca.