



January 22, 2019

### Administrative Assistant to the National Office I

Position Title: Administrative Assistant to the National Office I  
Component: Government Services Union (PSAC)  
Employment type: Indeterminate - Full-time  
Classification: Band 6, AEU VIII  
Language: Bilingual (English and French)  
Salary: \$63,305 to 71,250 plus \$1,200 Bilingual Bonus

**This competition is open to employees of the GSU, the PSAC, the PSAC Components, and PSAC Holdings Ltd., members of the GSU and the general public. First priority will be given to employees of the GSU, then the PSAC, the PSAC Components, and PSAC Holdings Ltd., followed by GSU members, and subsequently the general public.**

#### **PURPOSE AND DUTIES OF POSITION**

Under the supervision of the Executive Coordinator to the National President, the Assistant to the National Office I would include the following duties as required:

- Performing reception duties;
- Providing general administrative support to the National Office for file administration, copying, filing, preparation of documents, taking meeting minutes and data entry;
- Formatting documents in Word;
- Updating Excel spreadsheets;
- Proofreading documents;
- Maintaining office administration and finance record systems;
- Logging incoming mail and filing;
- Updating and maintaining internal GSU contact lists;
- Preparing and sending regular mailings to the GSU National Council and Local Officers;
- Coordinating calls for courier services and preparing mailings;
- Performing other related duties.

**To review the complete Position Description, please refer to the attached Statement of Responsibilities.**

#### **QUALIFICATIONS**

- Knowledge of the Federal Government, PSAC and GSU structure and organization;
- Good knowledge of Union principles, objectives and activities;
- High level of interpersonal skills, good communication skills, good judgement and good problem-solving abilities;
- Ability to communicate effectively orally and in writing in both French and English;
- Very good proofreading skills and grammar in both French and English;
- Excellent knowledge of Microsoft Word;
- Good knowledge of Microsoft Excel;
- Basic knowledge of UnionWare is considered an asset;
- And, experience in Grievance Representation of union members is considered an asset.

#### **TIME LIMIT**

**Applications must be received by Wednesday, February 6, 2019 at 5:00 pm (EST) and should be sent by e-mail to:**

Dominique Barrette  
Executive Coordinator to the National President  
Government Services Union (PSAC)

**E-mail - [barrettd@psac-afpc.com](mailto:barrettd@psac-afpc.com)**

#### **NOTE**

*The Government Services Union (PSAC) is an equal opportunities employer and is committed to employment equity.*

A screening Board will review the applications.

**The Board's decision will be based on the contents of the application. Applicants should send a cover letter with their resume stating how their knowledge, skills and abilities relate to the qualifications of the position and are encouraged to provide evidence of their demonstrated skills and abilities, as this will provide the basis for the interview selection. Only the selected candidates will be contacted. A language test and a written exam will be administered to the selected candidates.**

Members of the GSU Component and the PSAC should provide their membership number in order to be considered in the membership level of the competition.

Travel expenses incurred by applicants will not be reimbursed by the Component. Please advise the Selection board if you require any technical aids or other accommodation during any stage of the selection process.