

- Position Title: Assistant to the National Office I
- Reports to: Executive Coordinator to the National President
- Major Responsibilities:
  - Performs reception duties including answering incoming calls, greeting visitors, taking messages and providing general information as required.
  - Maintains office administration records system including the mail log, documentation and filing administration.
  - Maintains internal GSU listings of National Council and Local Executive membership including website support; liaises with the PSAC on GSU listings.\*
  - Opens, date stamps, logs, codes and distributes incoming mail and faxes.
  - Updates various reference manuals.
  - Conducts mailings to National Council local secretaries and others. Arranges for courier services as requested.
  - Maintains office supplies inventory and arranges for related purchases as required. Key operator of photocopiers and postage meter and arranges for repairs servicing as needed.
  - Performs various accounting related functions including bank reconciliation, maintaining petty cash, and bank deposits. Assists the Finance and Administration Officer with financial functions such as Local rebates, acknowledgements, etc...
  - Acts as the backup for the Assistant to the Union Representatives
  - Provides back-up support regarding travel and for the arrangement of document translation.
  - Assists with event support, including travel, hotel rooming lists, photocopying, mailings, etc...
  - Attends Convention, National Council and Local Presidents' Council to provide event support as required.
  - Serves as a member of the GSU Administration team.
  - Performs other related duties.