



CHANGE TO THE DEADLINE TO APPLY

**Customs and Immigration Union
a Component of the Public Service Alliance of Canada
Employment Opportunity – Permanent position
Executive Assistant to the National President
Bilingual (Band 9)**

The Customs and Immigration Union (CIU) is seeking to hire a full-time bilingual Executive Assistant to National President with extensive administrative experience to be staffed on a full-time indeterminate basis. Priority for this opportunity shall be accorded as follows: Employees of CIU; Members of the Alliance Employees Union (AEU); other PSAC Unionized employees; Members of CIU; Members of the Public Service Alliance of Canada; Members of the general public. Please note that only applications from individuals residing in Canada will be considered.

CIU is committed to employment equity and seeks to ensure a representative workforce. We encourage applications from members of equity groups (women, racialized people, Aboriginal people, people with disabilities and members of the LGBTQ2+ community).

LOCATION: CIU National Office, Ottawa, Ontario (Note: **In order to follow the advice of health authorities, CIU staff are currently working from home until further notice**)

DUTIES: Under the general direction of the National President, the successful candidate will assume responsibility for administrative services to the National President's office that support strategic and political responsibilities of the CIU. In addition, the incumbent will provide administrative services to the National Vice-Presidents, the National Board of Directors, the National Executive, National Triennial Convention, Convention Committees, and various National Labour Management committees.

QUALIFICATIONS:

Education

- Successful completion of business and/or administrative post-secondary diploma, or an equivalent combination of education and experience with a minimum of five (5) years' experience.

Experience

- Extensive experience of at least five (5) years within the last seven (7) years providing administrative services to Elected officers and senior managers including a broad range of activities such as, but not limited to, travel arrangements, translation, word processing, data entry, proofreading, bookkeeping, and filing.
- Experience in event planning.

Knowledge

- Knowledge of the political and operational structures of the CIU and PSAC.
- Knowledge of bookkeeping and internal finance policies.
- Knowledge of records management principles.
- Specialized knowledge of principles of event planning.

Abilities

- Ability to edit and translate a variety of documents from its original language to English or French while maintaining the intent of the originator.
- Ability to work independently.
- Ability to work cooperatively in a team environment.
- Ability to work in a political environment.
- Ability to work with minimal supervision.
- Ability to operate a variety of technological tools for word processing, spreadsheet, emails, or presentation software.
- Ability to set priorities, manage multiple tasks, meet deadlines, and adjust to changing priorities in a demanding office environment.
- Ability to undertake projects and or research to gather requested information and to compile data into a presentation format.
- Ability to solve problems efficiently.

Personal Attributes

- High degree of motivation
- Good judgment
- Initiative
- Adaptability
- Excellent oral and written communication skills in both official languages.
- Excellent attention to details
- Reliability
- Effective Interpersonal skills
- Commitment to union principles and social justice issues

SALARY: \$85,533 to \$96,134 plus \$1,500 bilingual bonus per year.

This is a unionized position with terms and conditions of employment negotiated between the CIU and the Alliance Employees Union (AEU) Unit 15.

All applications will be reviewed by a Screening Board. The Board's determination for a written test or personal interview will be based on the contents of the application. It will be the responsibility of applicants to include evidence of demonstrated required qualifications when applying. No travel expenses will be reimbursed by CIU.

IMPORTANT INFORMATION REGARDING THE SUBMISSION OF APPLICATIONS AND THE STAFFING PROCESS

1. The applicant must submit a letter of intent explaining how he or she meets the qualifications and an updated resume.
2. Please indicate in your letter of intent whether you are an Alliance Employees Union (AEU) or a member of the PSAC and, if so, to which Component or DCL you belong.
3. Due to the pandemic, we are unable to receive paper applications. Therefore, all applications must be submitted by email to Gabriel Bergeron at the following email address: staffing@adrs.ca. **Please specify "CIU – Executive Assistant to the National President" when submitting your application.**
4. Applications will be received until close of business on **July 7, 2021** (5:00 p.m. EDT).
5. The CIU follows the advice of the health authorities. Therefore, all stages of the process will be conducted virtually. Among other things, the interviews will be conducted using the Zoom platform.

Customs and Immigration Union
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