



PLEASE POST & CIRCULATE IMMEDIATELY

July 28, 2022

(revised salary)

Labour Relations Administrator

The Customs and Immigration Union (CIU) is seeking to hire a full-time bilingual Labour Relations Administrator on an indeterminate basis as soon as possible.

Under the direction of the assigned National Vice-President and the guidance of the Labour Relations Officers, the position provides a broad range of administrative services to support the member representation services for the CIU membership, administration, management, preparation and representation of grievances for CIU members.

DUTIES:

- Monitoring and reviewing all incoming correspondence and ensuring completeness of files and accurate distribution.
- Responding to or forwarding member enquiries.
- Maintaining a bring-forward system and ensuring appropriate follow-up.
- Monitoring shared generic email inboxes, calendars and scheduling meetings.
- Assisting in preparing, editing and proofreading national office documents.
- Updating databases accurately, recording and uploading files and documents to a file management system.
- Generating database reports.
- Providing administrative and logistical support for Component elections, Branch elections, Triennial Convention and Board of Director's meetings.

QUALIFICATIONS:

- Strong organizational, administrative and clerical skills and the ability associated with successful completion of business and/or administrative training, or equivalent normally provided through several years of experience in an administrative role.
- Knowledge of the political and operational structure of the Customs and Immigration Union (CIU), the related federal departments, the PSAC and overall trade union role, objectives and activities including an understanding of and commitment to union principles.
- Strong time management skills to deal effectively with conflicting priorities, meet strict deadlines, fulfill obligations and adapt to changing priorities.
- High degree of self-motivation, initiative, good judgment, adaptability, problem-solving, reliability, attention to detail, customer service and conflict resolution skills.
- Strong English and French communication skills both orally and in writing; proficiency in spelling, vocabulary, in the application and usage of French and English grammar.
- Advanced computer, data entry and mathematical skills and demonstrated experience working with Microsoft applications, membership databases, email and internet as well as general office equipment (eg, facsimile, printer, photocopier).
- Ability to work independently and in a team environment under general supervision.

SALARY:

\$74,325 to \$84,084 plus \$1,500 bilingual bonus per year.

Terms and conditions of employment apply as negotiated between CIU and the Alliance Employees Union (AEU), Unit 15.

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.

Telework arrangements are currently available however in-person attendance may be required.

All applications will be reviewed by a staffing 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 required qualifications when applying. No travel expenses will be reimbursed by CIU.

**IMPORTANT INFORMATION REGARDING THE SUBMISSION OF APPLICATIONS
AND THE STAFFING PROCESS**

1. Applicants must submit a letter of intent explaining how they meet the qualifications and must provide an updated resume.
2. Please indicate in your letter of intent whether you are a member of the AEU or the PSAC and, if so, to which Component or DCL you belong.
3. All applications must be submitted by email to Mark Weber at the following email address: mark.weber@ciu-sdi.ca. **Please specify "CIU - Indeterminate Labour Relations Administrator" when submitting your application.**
4. Applications will be received until close of business on **August 18, 2022** (5:00 p.m. ET).
5. Exams and/or interviews will be held shortly thereafter.

Customs and Immigration Union
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