

Administrative Assistant I – Labour Relations North External Posting

The Organization:

The Health Sciences Association of Alberta is a progressive union representing approximately 26,000 paramedical professional and technical members. Our staff are committed to delivering high-quality services to our members.

The Position:

We are looking for a full-time temporary Administrative Assistant I – Labour Relations that will work out of the Edmonton office reporting to the Director of Labour Relations North for an 18-month term. This in-scope position will be responsible for providing administrative assistance related to collective agreement administration, grievance filing and bargaining support to designated staff members. The incumbent will perform a variety of complex and confidential functions to support labour relations activities.

What You Bring:

You possess a post-secondary degree or diploma in a related field, such as business or office administration as well as three years' experience in an administrative role. Equivalent education and work experience may be considered.

You are an energetic, self-motivated and organized individual with the ability to support and work collaboratively with many different stakeholders. You possess excellent interpersonal skills and provide information through your outstanding verbal and written communication. You are skilled in Microsoft Suite and are preferably familiar working with databases. You adapt to changing priorities, take initiative and are accountable for your work. You have a thorough understanding of and commitment to trade union philosophy and public healthcare.

Your Core Competencies:

Creative Problem Solving: You contribute ideas for how the work can be done differently to solve issues.

Agility: You anticipate and adapt to changing priorities. You are resilient in times of uncertainty.

Develop Networks: You build connections and trust in relationships.

Build Collaboration: You contribute to conditions that support teamwork, collaboration, consistency and excellence.

Systems Thinking: You understand how the work you do contributes to the overall success of the organization.

Drive for Results: You take ownership of achieving results as an individual and as part of a team.

What We Offer:

Competitive Compensation: Starting at \$32.97 per hour.

Top Benefits: 100% employer paid benefits, flex spending account, and pension plan.

Work-Life Balance: 35-hour work week.

Learning & Development: Internal and external training support.

How to Apply:

Please submit your application to Human Resources at this [link](#). Tell us how your skills and experience align with this position. **A cover letter is required.** Written communication skills, accuracy and attention to detail are essential to this position and your cover letter will be reviewed as part of the recruitment process.

Deadline for applications: Friday, April 26, 2019 at 11:59 p.m.

Health Sciences Association of Alberta is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We thank all applicants for their interest, but only those shortlisted for the position will be contacted.