



ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION: ADMINISTRATIVE ASSISTANT III

The Ontario English Catholic Teachers' Association (OECTA) is the union that represents 45,000 elementary and secondary school teachers in Ontario's publicly funded English Catholic school system. OECTA is inviting applications for the position of Administrative Assistant III in our bargaining and contract services department.

The primary administrative responsibilities are focused in the department areas of grievances and WSIB cases. Key duties include coordinating WSIB case files; coordinating grievance files; acting as liaison between staff officers, members, lawyers, arbitrators and unit representatives; developing correspondence, reports and memoranda in draft form; maintaining contact with senior staff members working outside of the office; assisting in department and other mailings; as well as perform other duties as assigned by the Manager of Executive Administration and Human Resources, or designate.

Required Skills

- The position calls for an individual who has initiative and can work independently as well as in a team environment;
- Ability to exercise excellent judgment while providing full administrative support to more than one senior staff officer;
- Excellent organizational, communication and interpersonal skills, with professional telephone manner;
- The ability to deal with difficult situations with empathy and patience is a must;
- High level of confidentiality and tact;
- Ability to work accurately and efficiently under pressure and with deadlines;
- Fast and accurate keyboarding and data entry skills;
- Well developed and current computer skills in the full Microsoft Office Suite, including Word, Excel, Outlook and PowerPoint; and
- Recent experience working with databases.

Required Education/Experience

- Completion of a comprehensive Legal Assistant Program, or similar work experience working in a like environment; or
- In lieu of formal education, a minimum of three years recent senior administrative experience in a union environment.

Desired

- Familiarity with labour relation issues and the grievance process;
- Microsoft Office Specialist (MOS) Certification in Word and/or Excel;
- A diploma in Office Administration, or closely related qualification.

Start Date: January 4, 2021

Interested parties should submit written applications with résumés confidentially to

hr@catholicteachers.ca by 4:00 p.m. on **Friday, December 4, 2020**.