

Position Title: Administrative Assistant  
Reports To: Executive Director  
Union Affiliation: UNIFOR Local 191

### **1. Position Summary**

The MAHCP Administrative Assistant supports office operations and staff, and acts as a conduit to internal and external stakeholders. The incumbent will drive workplace efficiency by ensuring accurate, timely delivery of reporting and other materials. The ideal candidate will be proactive, reliable, meticulous, and exhibit a strong work ethic, respect for deadlines, and multitasking abilities. Organizational skills, discretion, and a commitment to quality are essential. The candidate excels in a fast-paced, collaborative environment, and delivers excellent customer service.

### **2. Key Responsibilities**

- Take the lead on proofreading and formatting all documents such as collective agreements, letters, reports, presentations, etc.
- Take and distribute meeting minutes, ensuring all action items are highlighted and brought forward for follow-up.
- Plan, collect, and prepare information for meetings and events.
- Manage and coordinate multiple calendars including meetings, appointments, presentations, and major functions.
- Coordinate with other administrative staff to ensure shared resources (supply room, copiers, printers, lunchroom, etc.) remain stocked and functional.
- Perform financial data entry and reconciliation.
- Coordinate and manage all aspects of business travel, including transportation, accommodation, and itineraries.
- Create and maintain files and file systems.
- Provide general office support, aid other Administrative Assistants as required, and complete special projects and assignments as required.
- Related/other duties as assigned.

### **3. Technical Competencies & Characteristics**

- Ability to recognize and expedite matters of high priority and direct items to the appropriate person to provide necessary action.
- Ability to respond appropriately and courteously to internal and external requests for information, records, etc.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Exceptional people skills with demonstrated emotional intelligence navigating

- relationship building and change management.
- Superior verbal and written communication skills.
- Forward-looking thinker who anticipates needs, actively seeks opportunities, and proposes solutions.
- Initiative-taker: ability to work both independently and as part of a team.
- Must be able to manage stress in a professional and positive manner.

#### **4. Qualifications**

- High school diploma required.
- Completion of an Administrative Assistant program preferred.
- Minimum of three years' experience in an administrative support role.
- Demonstrated ability to maximize the effectiveness of digital tools, including, but not limited to Microsoft Office 365, Microsoft SharePoint, as well possess a willingness to learn new applications which may include Unionware, QuickBooks, etc.
- Familiarity with labor union environments considered an asset.

#### **5. Working Conditions**

- Typical work week as agreed in UNIFOR Collective Agreement
- Flexibility required for meetings, project deadlines.
- Travel or driving may be required.

#### **6. Compensation**

As per the UNIFOR 191 Collective Agreement

**To apply, please submit your resume and cover letter to the attention of Keely Richmond, Executive Director at [careers@mahcp.ca](mailto:careers@mahcp.ca) by 4 p.m., Friday, May 16, 2025.**