

March 2015

KINDLY POST ON YOUR UNION BULLETIN BOARD

TO: WINNIPEG & AREA PRESIDENTS, SECRETARIES AND CONTACTS

Greetings:

RE: CASUAL CLERICAL EMPLOYMENT OPPORTUNITIES

The CUPE Manitoba Regional Office located in Winnipeg is seeking qualified CUPE members for casual employment as Receptionist/Clerk Typist. This person may be called upon to provide coverage for sick leaves as well as for vacation leaves.

Clerical applicants must have knowledge and experience with word processing (Word 2007), other computer programs (e.g. Excel) as well as effective written and oral communication skills. Interested applicants are required to attend an interview that will include computer and written testing to determine competency.

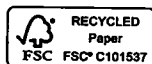
Applicants should have a very good knowledge of general office work and be able to perform with accuracy and minimum supervision, the following duties, among others:

- Answer, screen and refer all incoming telephone calls; receive visitors; place outgoing calls as required and answer general inquiries;
- Operate word processing equipment, calculator, photocopier, fax and postal equipment;
- Maintain our membership data information in Excel and Word;
- Receive, process and distribute incoming mail; review correspondence and refer to appropriate person or initiate reply as required; process outgoing mail and courier deliveries as required;
- Operate our Nortel switchboard;
- Set up, type, proofread and process to completion: correspondence, reports, forms and other documents as required;
- Maintain accurate filing systems and orderly and updated library reference materials; maintain up-to-date records and mailing lists.

.../2

PAUL MOIST – National President / Président national **CHARLES FLEURY** – National Secretary-Treasurer / Secrétaire-trésorier national

FRED HAHN – DANIEL LÉGÈRE – LUCIE LEVASSEUR – KELLY MOIST – MARLE ROBERTS – General Vice-Presidents / Vice-présidences générales



March 2015

Page 2

QUALIFICATIONS:

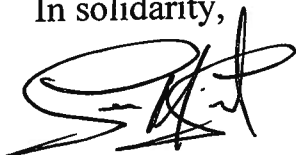
- Post-secondary education in a relevant field or an equivalent combination of education and directly related experience.
- Experience working with a variety of computer software applications. Advanced word processing skills are essential;
- Initiative, demonstrated organizational abilities, a high degree of accuracy and the ability to work with a minimum of supervision;
- Above average oral and written communication skills.

CONDITIONS OF EMPLOYMENT:

As set out in the collective agreement between CUPE and COPE Local 491. Clerical staff members belong to the Canadian Office and Professional Employees, Local 491.

Please circulate this letter amongst your members and if possible, post on your bulletin boards. Interested members are invited to submit an application to the attention of Lori Baldock, Administrative Assistant, 703-275 Broadway, Winnipeg, Manitoba, R3C 4M6 or by e-mail to lbaldock@cupe.ca.

In solidarity,



LEE MCLEOD
REGIONAL DIRECTOR

ljb/cope 491

cc: M. Bourgouin, G. Hewitt, CUPE Manitoba, All Manitoba Staff