



## **JOB POSTING: ADMINISTRATIVE ASSISTANT (Bilingual)**

### **About LUFA:**

LUFA (Laurentian University Faculty Association) is the dedicated representative body for faculty members at Laurentian University in Sudbury, Northern Ontario. We are firm advocates for the interests of our academic staff, engaging in discussions around salary, pensions, benefits, and workplace challenges.

For more information about LUFA, visit [www.lufappul.ca](http://www.lufappul.ca)

### **Overview:**

We are in search of a dynamic, self-starter, and exceptionally organized individual to fill the role of Administrative Assistant. This individual will be at the heart of operations, providing critical support to enhance the productivity and efficiency of the Executive team.

### **Key Responsibilities:**

- **Administration and Office Management:** Oversee daily office operations, manage office supplies inventory, maintain the office procedures manual, arrange equipment and catering services for meetings, administer databases, maintain an email list of members, and provide administrative and organizational support.
- **Reception and Communication:** Provide reception services for LUFA members and visitors, including handling, screening, and answering incoming telephone calls, taking messages, and directing appropriately.
- **Clerical Support:** Undertake general clerical duties such as filing, mailing, and scanning documents, handling incoming and outgoing mail, submitting membership counts, copying and filing financial documents, making travel arrangements, completing reimbursement forms, conducting basic accounting tasks, and verifying invoices.
- **Workshop and Event Preparation:** Coordinate logistics for events, including venue setup, participant registration, and materials preparation.
- **Preparation of Materials:** Draft and compile documents like agendas, reports, and meeting minutes with precision, alongside inputting data, record-keeping, as well as preparing documents for signatures and related tasks.
- **Communications & Technology:** Manage, website content, newsletters, and social media. Also, design and update membership database, ensure accuracy by comparing with payroll and HR data, and resolving any inconsistencies.

### **Qualifications:**

- Diploma in a related field or an acceptable combination of equivalent experience.
- Minimum three (3) years of experience in an administrative role, or an equivalent combination of training and experience.

- A valid driver's license and the ability to occasionally travel within Sudbury are required.
- Proficiency in using Microsoft Office Applications (Word, Excel, PowerPoint, Outlook).
- Understanding of web content management systems such as WordPress and social media platforms (Facebook, Twitter).

### **Skills and Abilities:**

- English and French language skills, both written and oral, are mandatory.
- Ability to problem solve and implement effective solutions.
- Organizational and time management skills.
- Technology adept.
- Ability to work well independently and collaboratively.
- Above average interpersonal and communication skills.
- Ability to prioritize workload and maintain flexibility with changing priorities.
- Ability to take initiative and to work independently with minimal supervision.
- Demonstrated ability to work with highly sensitive information with confidentiality, integrity, and discretion.
- Ability to plan tasks, organize priorities and manage multiple calendars.
- Conduct reception duties, clerical work, booking appointments.
- Ability to organize and prepare materials and administer registration for events.
- Track record of successfully navigating a dynamic work environment with rapid deadlines.
- A demonstrated focus on member service.
- A knowledge of union terminology would be an asset.
- Performing any other administrative duties as deemed necessary to support the team's goals.

### **The administrative assistant will be:**

- Articulate
- Accountable
- Self-directed
- Ethical
- Efficient
- Organized

### **Position Details:**

**Employment Type:** Permanent part-time

#### **Location of work**

935 Ramsey Lake Rd. *with the flexibility for partial remote work.*

#### **Hours of work**

- Monday to Friday
- Flex time available

- Occasional weekends and evenings may be required

**How to apply:**

Interested candidates should submit a resume and a cover letter outlining how your skills and experience align with the responsibilities and qualifications listed. Please send your application to [careers@lufappul.org](mailto:careers@lufappul.org) and reference the Job ID: **5832-A**.

The posting will remain open until the position is filled. Please note these postings are subject to change without notice. We appreciate the interest of all applicants; however, only those under consideration will be contacted for an interview.

**Accessibility & Inclusion Statement:**

LUFA is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

We are an equal opportunity employer. We thank all applicants for their interest.