



JOB POSTING: EXECUTIVE 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

Overview:

LUFA (Laurentian University Faculty Association) is inviting applications for the position of Bilingual Executive Assistant. In this role, you will be instrumental in providing comprehensive administrative support to our Executive Director and Grievance Officer.

Key Responsibilities:

Coordination and Oversight of Tasks, Ensuring All Project Deadlines Are Met:

- Ensures all action items deriving from respective meetings have been executed.
- Prepares and updates summaries of all Association and Administration proposals, counter-proposals, sign-offs.
- Monitors the LUFA Collective Agreement for deadlines regarding grievances and reports concerns to the Executive Director.

Efficient Correspondence Handling and Email Inbox Management:

- Maintains an e-mail list of members of the bargaining unit.
- Provides access to special LUFA accounts/bulletin board discussion group.
- Assists with document preparation for grievance files including follow-up with members.

Meticulous File Management and Record Keeping:

- Opens and closes files and makes hard copies of files; files grievance information as requested both in hard copy and electronically and maintains these files.
- Keeps the Grievance decision binders updated, manages computerized records of bank accounts and ensures grievance files are numbered and organized.
- Tracks the budget, prepares monthly Year-To-Date Reports, reconciles bank account statements, prepares payroll and T4 slips, and assists in preparing the annual budget.

Qualifications:

- Diploma in a related field or an acceptable combination of equivalent experience.

- Minimum of three (3) years of experience, with five (5) years considered an asset, in senior administrative support roles, particularly in project management.
- Strong capability with Microsoft Office Applications (Word, Excel, PowerPoint, Outlook).
- Knowledge of labour negotiations and the dynamics of a post-secondary academic environment.
- Candidates with prior experience handling grievances are preferred.

Skills and Abilities:

- English and French language skills, both written and oral, are mandatory.
- Outstanding organizational skills and the ability to juggle multiple priorities.
- Excellent interpersonal and communication skills, with a focus on attention to detail.
- 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
- Demonstrated ability to work with highly sensitive information with confidentiality, integrity, and discretion.
- Ability to plan tasks, organize priorities and manage multiple calendars.
- Track record of successfully navigating a dynamic work environment with rapid deadlines.
- A demonstrated focus on member service.
- A knowledge of union terminology.
- Performing any other duties as deemed necessary to support the team's goals.

The Executive Assistant will be:

- Articulate
- Accountable
- Detail-Oriented
- Ethical
- Efficient
- Proactive

Position Details:

Employment Type: Permanent full-time

Compensation: Pension, benefits, and a competitive salary commensurate with your experience and qualifications.

Location of work

Remote

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 and reference the Job ID: **5832-B**.

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.