



NUNAVUT EMPLOYEES UNION JOB DESCRIPTION

Part 1 – Identifying data

Position title: Membership Clerk/Secretary

Supervisor's title: Executive Assistant

Location: Iqaluit, Nunavut

Part 2 – Summary of Position

The Membership Clerk/Secretary provides receptionist, administrative and support services in the Nunavut Employees Union office. Maintains the NEU membership databank and provides general and clerical duties in the office.

Part 3 – Duties and Responsibilities

- Ensures that the NEU membership databank is accurate and up to date.
- Reviews reports supplied by employers and locals and enters new/changed data on a timely basis.
- Composes correspondence in order to clarify any irregularities that exist in the information supplied and ensures that reporting requirements are adhered to.
- Maintains a record of employers' lists and reports to the Executive Director any employers who are not complying with reporting requirements.
- Produces membership cards for new members or those who have lost or not received cards.
- Produces and updates the orientation package to be sent to all new union members.
- Produces dues rebate reports quarterly and a complete membership list every two months.
- Maintains Local Officer and union Executive lists and distributes updates to staff, Locals, Regional Vice Presidents and the Public Service Alliance of Canada on a timely basis;
- Provides mailing labels, other special reports and lists on request.
- Maintains an exclusions or past members' files;
- Compares the Public Service Alliance membership reports to the Union's reports and clear up discrepancies by communicating with the PSAC.

- Files new membership application cards and places the cards of those members who have not been employed for six months in the dead files.
- Provides receptionist duties in the NEU office including answering the phones and greeting all visitors.
- Provides basic information to union members and the general public.
- Provides administrative support to the Executive Assistant, and to other NEU staff as required.
- Makes travel arrangements for Executive, Staff and membership that includes developing itineraries, scheduling travel, booking other transportation, arranging lodging and meeting accommodations.
- Supports the Executive Assistant with all administrative aspects of NEU Executive Meetings and NEU Triennial Conventions.
- Maintains office filing systems and ensures that all material is filed correctly and on a timely basis.
- Maintains office equipment and supplies.
- Translates and interprets as required.
- Shredding as required
- Other duties as assigned by the Executive Assistant and the Executive Director.

Part 4 - Contacts

Executive Assistant	<ul style="list-style-type: none"> • Assignment of tasks
Executive Director	<ul style="list-style-type: none"> • Assignment of tasks
Members	<ul style="list-style-type: none"> • General information • Travel
Elected Leadership	<ul style="list-style-type: none"> • General information • Travel
PSAC	<ul style="list-style-type: none"> • Information on Membership
Employers	<ul style="list-style-type: none"> • Information on Membership
Colleagues	<ul style="list-style-type: none"> • Share information

Part 5 – Specific Accountabilities

The Membership Clerk/Secretary is directly responsible for ensuring that receptionist, administrative and support services are provided to the Nunavut Employees Union office. This includes maintaining the membership database and ensuring that all reporting requirements are met in an accurate and timely fashion.

Part 6 – Qualifications and Competencies

Qualifications:

- Maturity and ability to exercise tact, diplomacy, discretion and confidentiality
- Ability to multitask and work on multiple concurrent deadlines
- Ability to work effectively as part of a team
- Ability to work with minimum of supervision
- Advanced skills in Microsoft Office Suite software (Word, Excel, Outlook, PowerPoint)
- Advanced data entry skills
- Excellent verbal communication skills
- Good written communication skills
- The ability to read and speak Inuktitut and English
- Basic knowledge of standard office administrative practices and procedures

Part 7 – Working Environment

- Working with upset or angry individuals
 - Potential for conflicting priorities and direction from more than one source
 - Operation of desktop computer and standard office equipment
 - Extended periods of sitting
 - Interaction with employees and the public
 - Working in a busy office environment with frequent interruptions
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Part 8 - Acknowledgement and Agreement

The above job description fairly represents the general expectations of the position of Membership Clerk/Secretary with the Nunavut Employees Union.

Name: _____

Signature: _____

Date: _____

Supervisor: _____