



## **JOB POSTING**

### **OFFICE MANAGER**

#### **Permanent Part-Time Position**

A permanent part-time position is available as Office Manager for the Vancouver Island University Faculty Association ("VIUFA"). It comprises 28 hours per week (Tuesday to Friday).

VIUFA is the Union representing approximately 600 full and part time members at Vancouver Island University. The membership of the VIUFA includes professors, instructors, Elders, counselors, technicians, librarians and advisors.

#### **Duties:**

The Office Manager is responsible for the day-to-day operations of the VIUFA office and will act as an assistant to the Labour Relations Advisor. Duties will involve all clerical and secretarial work in a confidential environment including preparation of documents for submission at arbitration or at the Labour Relations Board, preparation of filings for various government agencies, and all bookkeeping (including payroll).

#### **Required Qualifications:**

- Working with a diverse group of people;
- Written and oral communications;
- Sage 50 Pro Accounting, including payroll;
- Organizational office skills including maintaining filing systems;
- Proficient in MS Office, Word, Outlook, Excel;
- Maintaining Society records.

#### **Preferred Qualifications:**

- Organizing large meetings and events;
- Maintaining WordPress website;
- Familiarity with Mac Operating System;
- Previous work experience at a post-secondary institution environment.

The successful applicant must have at least 5 years' experience. This is a permanent part-time position, beginning **March 5, 2018**. It is a union position and the successful applicant will be represented by the VIUFA component of CUPE 1004 and is subject to the terms and conditions described in the Collective Agreement. The pay rate for this position is \$31.74 to \$35.13 per hour. The Collective Agreement also provides for a full range of benefits including pension, and health benefits.

Please submit your application (cover letter, CV/resume, references) **by January 31, 2018** to Chris Jaeger, President, VIUFA, by post to 900 Fifth Street, Nanaimo, BC V9S 5S5; by FAX to [250] 753-9713; or by email to [president@viufa.ca](mailto:president@viufa.ca). Only those candidates selected for an interview will be contacted.

**VIUFA is committed to employment equity**

*VIUFA acknowledges and thanks the Coast Salish nations of Snuneymuxw, Tla'Amin, Snaw-Naw-As and Cowichan for allowing us to meet, learn and live on the traditional territories of these nations.*