



**Application deadline: June 26, 2026**

- Title of Position:** National Office Administrative Assistant
- Employment Type:** 12-month term, with possibility of permanency
- Location:** National Office (Ottawa, Ontario)
- Linguistic Profile:** Bilingual imperative
- Salary:** \$78,864 to \$85,286 plus \$1,400 bilingualism bonus
- Area of Competition:**
1. CEIU employees.
  2. Employees of the PSAC and its Components.
  3. Members of COPE Local 225.
  4. Members of CEIU (including Life Members).
  5. General public.

**NOTE:**

- Please note that while applicants from other regions are welcome to apply, they would assume the cost and responsibility of relocation if they were successful in this process. Any costs incurred by the candidates to attend the interview will be at their own expense.
- In keeping with the Collective Agreement between CEIU and COPE Local 225, preference shall first be given to qualified applicants who are employees of the CEIU, followed by employees of the PSAC and its Components, followed by members of the bargaining unit who do not work for CEIU, followed by members of CEIU, and subsequently to the public.

**Employment Equity:**

The CEIU as an Employment Equity employer encourages applications from equity group members. CEIU is committed to the hiring of qualified candidates from the following equity groups as defined by CEIU/COPE: women, racially visible, First Nations, Métis, Inuit, persons with disabilities, LGBTQ2+.

**Purpose of the Position:**

The National Office Administrative Assistant (NOAA) functions as the receptionist for CEIU, screening and directing calls and visitors to the National Office. The incumbent processes incoming and outgoing mail, organizes and operates the print/mailroom, maintains all mailroom equipment and provides administrative support to senior staff at the National Office. This position also provides support to CEIU national committees.



This position also plays an integral role during the 12-month period leading to CEIU National Triennial Conventions, as well as provides support to the Executive Assistant & Advisor to the National President for all CEIU national conferences.

**Key Duties:**

The National Office Administrative Assistant's (NOAA) functions as the receptionist for CEIU, screening and directing calls and visitors to the National Office. Reporting to the Executive Assistant & Advisor to the National President, the NOAA's responsibilities are:

- First point of contact for all incoming calls, assesses and directs callers and/or provides information required.
- Greets and directs visitors to staff/meeting rooms.
- Assists in the preparation of meetings including copying/supplying any required documents.
- Assists with set up and clean up (take down) of meetings rooms as required.
- Assists with membership lists as required.
- Supports the National Office by distributing incoming communications and correspondence, as well as redirecting inquiries to the attention of appropriate staff, management or elected leadership.
- Assists with procurement such as, verifying, liaising and confirming with vendors and suppliers under the direction of management.
- Organizes and operates the print/mailroom.
- Processes and circulates all incoming mail; prepares and processes outgoing mail.
- Prepares mail/packages for shipping and tracking.
- Ensures sufficient supply of promotional materials, mailroom supplies and consumable items such as toner.
- Prints, assembles, and completes regular and special mail outs.
- Maintains the printing and shipping equipment in the mail/copy room; arranges for service as required.
- Coordinates the retrieval and returns boxes from the storage room.
- Makes photocopies; sends and distributes messages and emails.
- Answers and screens telephone calls, provides non-technical information to authorized persons.
- Creates and mails CEIU certificates.
- Prepares and sends out required 'leave letters' for members who participate in a CEIU meeting/conference/convention or training sessions.
- Performs other related administrative functions as required.
- Provides administrative support, minute taking and set up for meetings and conference calls for national committees, when required.
- Maintains and distributes national committee documentation.
- On-site point of contact for hotel, interpretation and audio-visual technicians when needed.



- Obtains and coordinates quotes and costings for hotels, facilities and travel, as needed.
- Confirms bookings based on approved budget.
- Assists with electronic voting/elections.

**Qualifications:**

- Ability to assess a situation quickly and accurately, seek multiple perspectives and problem solve effectively;
- High degree of judgment, initiative, discretion, analytical skills, critical thinking, flexibility, and responsiveness;
- Strong organization skills and the ability to effectively deal with multiple assignments and tasks, set priorities and adapt to ever-changing environment, conditions and work assignments;
- Excellent verbal and written communication skills as well as a high degree of interpersonal skills and the strong ability to maintain confidentiality;
- Strong computer skills in MS Office, Adobe Acrobat, CEIU systems as well as the ability to operate other office equipment, e.g., projector, Polycom, photocopier, and printer including scanner software;
- Knowledge of UnionWare;
- Ability to take direction and adapt to frequent interruptions;
- Lifting of up to 20 lbs; items include banker and paper boxes, pamphlets, printers, laptops and fax machines;
- Travel is required as needed, both regionally and nationally.

**Application:**

Applicants should send a cover letter (no more than 2 pages) and their resume (no more than 3 pages) detailing how their work experience and qualifications relate to this position as this will provide the basis for interview selection.

Please send your resume and cover letter in confidence to human resources by **June 26, 2026, at 4:00 p.m. (EST)** to the following email: [larosen@ceiu-seic.ca](mailto:larosen@ceiu-seic.ca)

We thank all interested candidates, however, only those selected for an interview will be contacted.