



JOB POSTING – SUPERVISOR, ADMINISTRATIVE SERVICES

The Society of United Professionals, International Federation of Professional and Technical Engineers Local 160, is seeking an experienced administrative professional for this challenging role. This is a fulltime position working from our office in Toronto, Ontario. Occasional travel, and evening/weekend work, is required. The supervisory nature of the position, and its participation in administrative work and office coverage, limit the degree to which remote work is possible.

Reporting to the Staff Director, this job is responsible for managing the administrative functions of the Society office and its facilities, through supervision of administrative services staff, and acting as the secretary to the Principal Officers, Executive Committee, Executive Board and Society Council.

RESPONSIBILITIES:

- Ensure efficient delivery of administrative services to Society elected leaders and staff.
- Supervise the administrative staff of the Society (currently 4 positions).
- Provide administrative support for the President, and other Principal Officers.
- Act as Secretary to the Executive Committee, Board of Directors and Society Council.
- Maintain confidentiality in dealing with sensitive and confidential Society information.

QUALIFICATIONS/SKILLS:

- Post-secondary education in Office Administration or a directly related field, University Degree in Administrative Studies or related discipline preferred, or equivalent combination of education and experience.
- Ten years previous experience in a directly related role.
- Several years of direct supervisory experience, preferable of administrative staff in a unionized environment.
- Experience providing administrative support in a labour union environment is essential.
- Experience in organizing the logistical, administrative and governance details for large events such as conventions strongly preferred.
- Strong organizational skills.
- Significant experience drafting and interpreting complex governance and administrative documents.
- Significant experience working with and supporting senior Executives.
- Strong interpersonal skills and the ability to build relationships with staff, Board members and external partners.

- Expert proficient in Microsoft Office particularly Word, Outlook and Power Point. Experience using a database application, ideally a membership database.
- Ability to work independently to meet established deadlines.
- Ability to multitask and handle simultaneous requests in an interruptive environment.
- Ability to write clearly to document procedures and prepare reports, grievances and other briefs and proposals.

OTHER INFORMATION

- Salary Range: \$148,000 - \$174,000.
- The position includes a competitive pension and benefits package, and is based on a 35 hour work week.
- This position is unionized and the successful applicant will be a member of the Society Staff Union.

EQUITY STATEMENT

The Society of United Professionals is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- Persons with visible and/or invisible disabilities;
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

APPLYING FOR THE POSITION

Please apply no later than Friday, November 15, 2024 with cover letter, resume and list of 3 references. Only applicants selected for interview will be contacted.

Please submit applications by email to recruiting@thesociety.ca.