

MANITOBA REGIONAL OFFICE

703 – 275 Broadway, Winnipeg, MB R3C 4M6

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May 12, 2025

KINDLY POST ON YOUR UNION BULLETIN BOARD

TO: WINNIPEG & AREA PRESIDENTS & SECRETARIES

Greetings:

RE: TEMPORARY ADMINISTRATIVE SUPPORT PROFESSIONAL

The CUPE Manitoba Regional Office in Winnipeg is seeking qualified CUPE members for a temporary Administrative Support Professional position. This position is available from mid or late May 2025 to September 12, 2025, with the possibility of extension.

Applicants must have advanced knowledge and experience with Word, Outlook and Excel. Interested applicants must attend an in-person interview that will include computer and written testing to determine competency.

SUMMARY OF DUTIES

Applicants should have exceptionally good knowledge of general office work and be able to perform with accuracy and minimum supervision, the following duties, among others:

- Maintain accurate filing systems;
- Receive, screen and direct calls, respond to general enquiries and provide general information to staff and local unions;
- Set up, compose, type, proofread and process to completion: correspondence, reports, collective agreements, bargaining proposals, forms, and other documents as required;
- Perform receptionist functions when required, such as: responding to or directing telephone inquiries to appropriate staff members; receiving and welcoming visitors, directing visitors to appropriate staff member, opening and/or closing switchboard;
- Operate photocopier, fax and postage equipment;

MARK HANCOCK

National President/Président national

CANDACE RENNICK

National Secretary-Treasurer/Secrétaire-trésorière nationale

PATRICK GLOUTNEY, FRED HAHN, SHERRY HILLIER, GINA MCKAY, KAREN RANALLETTA

General Vice-Presidents/Vice-présidences générales

- Maintain accurate filing systems (electronic and hard copy) including archiving and disposing as required;
- Provide back-up assistance to other staff, as required;
- Perform other related duties, as assigned.

QUALIFICATIONS

- Post-secondary education in a relevant field or an equivalent combination of education and directly related experience;
- Experience working with a variety of computer software applications. Advanced word processing skills are essential;
- Initiative, demonstrated organizational abilities, a high degree of accuracy and the ability to work with a minimum of supervision;
- Above average oral and written communication skills.

CONDITIONS OF EMPLOYMENT:

As set out in the collective agreement between CUPE and COPE Local 491. Support staff members belong to the Canadian Office and Professional Employees, Local 491.

Please circulate this letter amongst your members and if possible, post on your bulletin boards.

Interested members are invited to apply to the attention of Donalee Tauber, Senior Administrative Assistant, 703–275 Broadway, Winnipeg, Manitoba, R3C 4M6 or by e-mail to dtauber@cupe.ca.

In solidarity,



LEE MCLEOD
REGIONAL DIRECTOR

dt/cope 491

cc: CUPE Human Resources
CUPE MB
CUPE Manitoba staff