



BC FERRY & MARINE WORKERS' UNION

1511 Stewart Avenue
Nanaimo, BC V9S 4E3
250.716.3454 or 1.800.663.7009
250.716.3455 Facsimile

BCFMWU is accepting applications for the position of Casual Reception/Administrative Assistant

About Us

The BCFMWU headquarters are located in Nanaimo. Our purpose is to advocate for workers, we strengthen and uphold collective rights and benefits and educate and organize our members. BCFMWU is the largest Maritime Union in Canada, representing over 3600 members, from across 35 vessels, 47 ports of call, and numerous job sites.

Your Role

Under the general direction of the Executive Director the Receptionist/Admin Assistant performs a variety of office and clerical duties to support the business of the Union to carry out our purpose.

Your Education and Experience

- Good interpersonal and communication skills
- Demonstrated ability to operate all Microsoft Office products in a Windows environment
- Completion of a certificate for Administrative Assistants and over 1 year related experience or an equivalent combination of training and experience
- Good grammar, spelling and punctuation skills
- Ability to perform duties independently with speed and accuracy and to work effectively under pressure with deadlines
- Ability to maintain the confidentiality of sensitive information seen or heard

Hours

Office hours are 8:30 to 4:30 with 1 hour lunch.

To Apply

Submit the following to HR@bcfmwu.com

Applications should include a cover letter, detailed personal resume, any certificates or diplomas, as well as three professional references from direct supervisors.

Thank you to all applicants for their interest, however, only those shortlisted for an interview will be contacted. This posting will remain open until we have sufficiently met our staffing requirements.



mailroom@bcfmwu.com

Facebook and Twitter [@bcfmwu.com](https://www.facebook.com/bcfmwu)

www.BCFMWU.com

AFFILIATED WITH:

BC Federation of Labour

BC Government & Service Employees' Union

Canadian Labour Congress

National Union of Public & General Employees

International Transport Workers' Federation