



CBTU Apprenticeship Services Program

Administrative Assistant

POSITION SUMMARY

Want to be a part of an exciting new initiative in Canada?

Canada's Building Trades Unions is looking for a full time Administrative Assistant to support the execution of the deliverables and objectives for a federally funded project under Employment and Social Development Canada; the project primary objectives are to support small and medium enterprises (SMEs) to hire 4000 first year Red Seal apprentices, with a focus on underrepresented groups; and to provide the necessary training and employment supports to ensure successful apprenticeship completion rates in various skilled construction trades.

The Administrative Assistant will support the work of the Regional Coordinators and Diversity Liaisons with their efforts in the Industrial, Commercial, and Institutional (ICI) sector to recruit and support the hiring of first-year apprentices for this project.

Canada's Building Trades Union/Les Syndicats des métiers de la construction du Canada is an affiliation of 14 construction trades unions representing 600,000 craftworkers from coast to coast. Since 1908 CBTU/SMCC and our members have built the roads, bridges, hospitals, schools and factories that fuel the economic prosperity of all Canadians. Our contractors and members are the folks that keep your house warm in the winter and cool in the summer. We deliver value. Every Day

The individual in this position will work under the direction of the Project Manager, Regional Coordinator and the Program Director, to assist in the administrative tasks of project activities.

KEY RESPONSIBILITIES

Overall Regional Support: Working closely with the Regional Coordinator and

Diversity Liaison to help coordinate and register apprentices through SME's, other administrative duties as assigned to support the project staff and overall project objectives;

Communication and Reporting: Format and distribute written correspondence including memos and letters, invitations and meeting agendas; support preparation of various reports; organize travel expense reimbursements for project staff; organize invoices and other project related expenses; maintain records

Meeting Coordination and Administration: Coordinate and schedule meetings with partners and stakeholders; develop invitations and minutes; coordinate travel arrangements, meeting rooms and/or virtual meetings;

QUALIFICATIONS

Education and Experience

- Post-secondary education in a related discipline is highly desirable (project coordination, administration).
- At least 5 years of experience in a similar role - project coordination, administration.
- Knowledge of or experience in the construction industry including the construction building trades and apprenticeship system in Canada is an asset.

Knowledge, Skills and Attributes

- Strong administrative skills and demonstrated ability to multi taskStrong computer skills and ability to use Microsoft Office applications (i.e.Word, Excel, Power Point, Outlook).Excellent interpersonal communication and interpersonal relationship skills.
- Strong organizational and time management skills.
- Demonstrated ability to effectively prioritize work flow, set priorities and multi-task.
- Ability to work diplomatically and independently in a challenging team environment.
- High standards of ethics and confidentiality.
- Ability to exercise judgement, show initiative and be proactive as part of a team.
- Bilingualism in French and English is strongly desired

COMPENSATION AND TERMS

This is a fixed term employment position expiring in March of 2024.

Location: Ottawa, Ontario

Salary: Commensurate with experience



Closing Date: July 31, 2022

To apply for this position please forward your resume to:

Kelly Ackerl

Human Resources Manager

Canada's Building Trades Unions (CBTU) Apprenticeship Services Program

kackerl@buildingtrades.ca

To get a better understanding of Canada's Building Trades Unions/Les Syndicats des métiers de la construction du Canada visit www.buildingtrades.ca

CBTU is committed to ensuring a diverse and inclusive workforce through equitable participation of persons from diverse groups. All applicants who are members of an employment equity group are invited to self identify.