



ATLANTIC CANADA **REGIONAL COUNCIL OF CARPENTERS** **MILLWRIGHTS AND ALLIED WORKERS**

JOB OPENING

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

The Atlantic Canada Regional Council of Carpenters, Millwrights and Allied Workers (ACRC) has one (1) opening for a Receptionist/Administrative Assistant position in its Cape Breton office. The successful candidate will be an experienced receptionist/administrative assistant in a fast-paced environment.

The ACRC represents unionized carpenters, millwrights, and allied workers throughout Atlantic Canada and is a part of the United Brotherhood of Carpenters and Joiners of America (UBC) with more than 500,000 members across North America.

WORK LOCATION

24 Cossitt Heights Drive
Sydney, NS

HOURS

Monday to Friday, (8 hours per day, 40 hours per week) 8:00 am – 4:30 pm

QUALIFICATIONS

The successful candidate must possess a strong work ethic, excellent organizational and time-management skills, and have a commitment to excellence in their field. The successful candidate must possess the following qualifications:

- Advanced expertise in a Google environment, including Google Docs, Google Sheets, Google Slides, and Adobe Acrobat
- Completion of a diploma or degree in administrative support and / or business is strongly preferred
- Three to five years of related work experience is an asset
- Effective problem solving abilities
- Excellent verbal and written communication skills
- Deadline and detail-oriented with the ability to work independently and as part of a team
- Well organized and can manage tasks simultaneously; can effectively document and process information in an organized system.
- Must have experience in Accounts Payable and Receivable

SALARY

Commensurate with qualifications and experience.

BENEFITS

Competitive health and dental plan, & pension.

CLOSING DATE

Interested applicants should forward a cover letter and resume stating qualifications and experience by email to jbemister@acrc.ca no later than Friday, September 2, 2022.

Please indicate '**ADMIN POSITION**' in the subject line of your email.