



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 an opening for a part-time Receptionist/Administrative Assistant position at our Gander, NL 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

221 Airport Boulevard, Gander, NL

HOURS

3 days a week, 24 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 apply@acrc.ca no later than Monday, April 24, 2023. Please indicate '**ADMIN POSITION**' in the subject line of your email.