



MAY 31, 2022

## Job Posting: Assistant to the Unifor 2002 President – Western Canada

Unifor Local 2002 is accepting applications for the position of Assistant to the Local President – Western Canada. This Union position will be filled by appointment and will be subject to a 6-month probationary period to be reviewed by the Unifor Local 2002 Executive Board. Only members in good standing may apply for this position.

### DUTIES AND RESPONSIBILITIES WILL BE AS FOLLOWS

- Area of responsibility includes (but not limited to), Pacific and Western regions of Canada.
- Assume responsibilities for units and districts as assigned by the President of Unifor Local 2002 (may change during tenure).
- Assist the Units and District Representatives with grievance handling and preparation for arbitration.
- Assist the National Staff Representatives in collective bargaining.
- Work as a resource to the Bargaining Committees.
- Work with the Executive Board and will be responsible for following through on their initiatives.
- Represent the Local President, including regular workplace visits.
- Attend meetings as required by the Local President, including Executive Board, Bargaining Committee, Regional and membership meetings.
- Any other responsibilities as assigned by the Local President.

### QUALIFICATIONS AND SKILLS REQUIRED

- Previous bargaining experience is mandatory.
- Excellent written and verbal skills a necessity, including the ability to write reports, produce spreadsheets, take precise bargaining notes and minutes of meetings.
- Must have experience presenting grievances and must be familiar with all facets of the arbitration/mediation process.
- Assist the National Staff representative in preparation of arbitration cases, including but not limited to organization of documents, witness preparation, case law research as required, etc.
- High functioning knowledge of Microsoft Office tools (Word and Excel).
- Ability to work under pressure, multitask, manage difficult situations and people.
- Exceptional organizational skills.
- Comfortable functioning in a leadership position.
- Experience working in a committee structure.
- Ability to travel is a necessity.
- Involves working irregular and sometimes long hours (weekends included).

AUTHORITY: Reports to the President of Unifor 2002.

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To apply, please send a cover letter expressing your interest outlining any applicable experience along with your resume to:

Unifor Local 2002  
Kerry Turner, Administrative Assistant  
Email: [kerry@unifor2002.org](mailto:kerry@unifor2002.org)  
7015 Tranmere Drive, Unit 5  
Mississauga, ON L5S 1M2  
Tel: (905) 678-1551 / (888) 226-8885  
Fax: (905) 678-0100 / (866) 635-5956

All applications must be received no later than **Monday, June 13, 2022, at 1700 hours Eastern Time.**

Only qualified applicants will be interviewed.