



River East Transcona Teachers' Association

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The River East Transcona Teachers' Association

ADMINISTRATIVE ASSISTANT

A Local of the Manitoba Teachers' Society, the River East Transcona Teachers' Association (RETTA) was founded in 2002 after the amalgamation of River East Teachers' Association and Transcona Springfield Teachers' Association. The Local is the second largest of 38 Teachers' Associations in Manitoba which represents over 1500 teachers, principals, clinicians, and consultants who work in the River East Transcona School Division. The Local is based on democratic principles with an elected president, vice president, executive, and council. River East Transcona Teachers' Association is dedicated to protecting and advancing the rights and well-being of its members.

The Association invites applications for a full-time administrative assistant who is a highly skilled professional with a keen interest in and support for union values, the teaching profession, and publicly funded education.

The Role

Under the direction of the president, acts as the administrative assistant to the president and vice-president, and is responsible for administrative and clerical duties.

Primary Responsibilities

- Organize office routines and procedures
 - Organize incoming and outgoing correspondence
 - Budget reporting
 - Basic office accounting, accounts payable/receivable
 - Bank account reconciliations
 - Preparation of comparative income statements using Simply Accounting
 - Providing telephone, photocopying, and email services
 - Provide administrative secretarial duties to the president and vice-president such as word processing, creating and maintaining databases, typing confidential letters, and other correspondence, preparing correspondence in reply to routine as well as complex and sensitive inquiries
 - Organize and maintain files and records in both physical and computerized systems
 - Preparing and processing Personal Professional Development Fund applications and reimbursements
 - Assist in preparing reports for the president and vice president
 - Attend and record minutes of monthly executive and council meetings
 - Daily/weekly maintenance and upkeep of the RETTA office
 - Other duties as assigned
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Qualifications and Experience

- High School graduate, or equivalent
- Word processing (minimum 45 wpm)
- Experience with accounting software (i.e. Simply Accounting)
- Knowledge of Microsoft Software (365, Teams, Word, Excel, Outlook)
- High degree of initiative, organizational skills, and time management ability
- Ability to work independently
- Excellent public relations and communication skills (oral and written) with the ability to work cooperatively and harmoniously in a small office setting and be able to deal effectively with people.
- 5+ years office experience in a senior secretarial position
- High degree of respect for confidentiality
- French language proficiency would be an asset
- Strong working knowledge of public education would be an asset
- Strong working knowledge of collective agreements, and commitment to labour organizations would be an asset

Skills and Abilities

The successful candidate will also have proficient skills in verbal and written communication, problem-solving, emotional intelligence, organizational and priority management, and note-taking.

The Administrative Assistant will also have a demonstrated ability to foster positive relationships, collaborate within a team environment, work independently and take initiative, handle multiple tasks in a demanding environment, work under timelines, and work flex hours as required.

Compensation

- This is a full-time (35 hours/week) ten-month position that follows the school year (Sept-June)
- The starting annual salary for this position is \$48,000 - \$51,000 plus employer-paid health and life insurance benefits
- Employer matched RRSP contributions to 6%
- Terms and conditions of employment, including other benefits, are covered by a Personal Services Agreement.
- The starting date for this position will be January 2024. Exact date TBD.

Application

Interested candidates are invited to submit a cover letter and resume along with the names and contact details of three references to president@retta.mbteach.org. Complete application packages must be received no later than noon (CST), Monday, November 20, 2023. We thank all applicants for their interest, however only candidates selected for an interview will be contacted.