

**Part-Time Office Manager, PSAC Local 901**

**Application Deadline:** August 15th, 2021

PSAC Local 901: PSAC Local 901 is the union of Teaching Assistants, Research Assistants, Teaching Fellows and Postdoctoral Scholars at Queen's University in Kingston, Ontario. We are a directly chartered local of PSAC and represent more than 2000 academic workers on Queen's campus.

Position: Office Manager

Period of Employment: 2021-2023

Start Date: 16-August-2021

**Hours:**

Fall and Winter Semester Hours [August 15 – April 30]

28 hours per week, Monday through Friday

Summer Semester Hours [May 1 – August 14]

20 hours per week, Tuesday through Friday

**Wages and Benefits:**

\$26.01/hr, with a 2% cost of living adjustment for each additional year of contract.

Employee shall be paid vacation pay, health and dental benefits, and childcare benefits annually. Specifics can be negotiated and/or tailored to the applicant's circumstances.

**Requirements:**

- Experience or familiarity with office administration and organization management.
- Experience with Microsoft Office applications.
- Knowledge of financial book-keeping. Experience with QuickBooks software is an asset.

The Public Service Alliance of Canada is committed to achieving and maintaining a representative workforce that ensures the full participation and advancement of traditionally under-represented groups. Applications are encouraged from equity groups including women, racially visible persons, Indigenous peoples, persons with disabilities, lesbian, gay, bisexual, transgender, queer/questioning, and two-spirited (LGBTQ2+) persons. Applicants with prior experience in the labour and social justice movements are encouraged to apply.

**Key Responsibilities:**

- The Employee will serve as the main point of contact at the union office, and complete office & communications duties including, but not limited to:
- Answering email and telephone inquiries and forwarding messages, managing incoming/outgoing Canada Post mail.
- Working with the Information Officer in communicating with membership including updating website and social media and sending out newsletters and event reminders.

- Assisting the Treasurer and the President with the accounting of the union's financial information in Quickbooks, and the payment of accounts, invoices and expense claims, preparation of monthly income/expense summary reports, and coordinating records and information for the auditor annually.
- Preparing employment contracts and administering payroll, including receiving timesheets and calculating wages, determining statutory deductions, preparing pay statements and payroll remittance cheques, preparing Records of Employment and T4 Income Tax Forms.
- Acting as the Canada Revenue Agency Representative for PSAC Local 901, receiving correspondence and reconciling account statements.
- Making bank deposits, preparing funds transfers and making manual bill payments, receiving and reconciling monthly bank statements.
- Booking rooms/equipment for meetings, preparing attendance sheets and other materials for distribution, and attending meetings when requested to do so.
- Providing administrative support for Executive officers, Stewards' Council, General Meetings, and related committee meetings.
- Maintaining the Standard Operating Procedures Manual which sets out step-by-step instructions for performing repetitive tasks.
- Managing the PSAC Local 901 Childcare Bursary.
- Coordinating presentations schedule for September orientations.

**Location:** Room 547, Robert Sutherland Hall, Queen's University.

Employee will be expected to work remotely until Queen's University campus is deemed to be safe for on-site work.

**Application Checklist:**

- Curriculum Vitae
- Statement of Interest (500-600 words)
- Contact Information for two references

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Applicants will be invited for a virtual interview shortly after.

Please Note: This position requires the successful applicant to be available to work on campus and/or remotely in accordance with health and safety protocols as outlined by the province, KFL&A and Queen's University.

**Kindly send your application as a single PDF to [president@psac901.org](mailto:president@psac901.org)**