



Job Description:

The British Columbia Maritime Employers Association (BCMEA) is an unaccredited employers association currently consisting of fifty-seven member companies which consists of ship owners, bulk operators, stevedores, general cargo and containers. Our workplace profile consists of approximately 5400 unionized and casual longshore workers along with 500 foremen in Vancouver, New Westminster, Vancouver Island and Prince Rupert who are represented by the International Longshore and Warehouse Union and the International Longshore and Warehouse Union Ship and Dock Foremen.

The BCMEA Labour Relations department provides support to our members through the administration and interpretation of the collective agreements; the administration of grievances and discipline; arbitration; negotiating company specific agreements and assisting with industry collective agreement negotiations.

The BCMEA is recruiting for a Labour Relations Administrative Assistant who will be a member of our Labour Relations team. Reporting to the Director of Labour Relations, you will be responsible for a variety of administrative tasks which support the Labour Relations Department.

Position Requirements:

Candidates must possess at least 5 years of experience in an office or administrative setting. In this role, you will be required to perform a variety of administrative duties including drafting correspondence, scheduling meetings, photocopying documents and responding to telephone inquiries. A High School Diploma or equivalent is essential and an Administrative Assistant Diploma would be an asset.

The position requires a self-starter with excellent verbal and written communication skills. The candidate should be capable of working independently and collaboratively as a member of a team. Proficiency with Microsoft Office, primarily Word and Excel is required along with superior organizational skills, with the ability to prioritize and meet deadlines.

This position is challenging and offers a competitive salary and benefits package.

To **apply** please e-mail in confidence to careers@bcmea.com

We thank all applicants for their interest; however only those selected for interviews will be contacted. The BCMEA is an equal opportunity employer and welcomes all applicants.