



Alberta Union of Provincial Employees Job Description

Classification: Administrative Professional (Executive Office)

Summary of Duties:

The Administrative Professional (Executive Office) position provides administrative support to the elected Executive Office. The position manages confidential information with discretion and care and is familiar with policies and procedures to assist the Executive Office.

Qualifications:

- Grade 12 Diploma.
- Extensive knowledge in office procedures.
- Strong computer skills.
- Demonstrate tact and discretion.
- Strong communication skills.
- Ability to work with minimal supervision and complete projects within timelines on own initiative.
- Extensive judgement required to complete or deal with complex problems.

Experience:

- **Previous:** At least four (4) years of previous experience as an Executive Assistant or related experience in a fast-paced environment. Previous experience in a union environment is considered an asset.
- **On the Job:** Nine (9) months on the job to become familiar with the filing system(s), database(s), computer systems, related programs/software, and AUPE policies and procedures.

Key Activities:

- Provides high-level administrative support and assistant to Executive Office.
- Performs clerical and administrative tasks including drafting correspondence, reports, and other documents for Executive Office.
- Arranges travel and accommodations for Executive Office.
- Schedules and attends meetings, taking notes and recording minutes.
- Receives incoming communication or information on behalf of Executive Office, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate parties.
- Other duties may be assigned as required.

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent to the job.

Any revisions of the document must be approved by the *Executive Director*.

Validating Signature:

AUPE: _____

Dated this day _____ of _____, 2024