

**Job Title:** Permanent Full-Time Administrative Assistant  
**Departments:** Women's, Equity & Racial Justice  
**Location:** Toronto, National Office

Unifor is looking for an enthusiastic and skilled full-time Administrative Assistant to provide support to the Women's and Equity & Racial Justice Departments out of the National office. The successful candidate will be working in a fast-paced, deadline-driven environment supporting two (2) departments and they must be highly organized with the ability to prioritize.

**Duties and responsibilities may include but are not limited to:**

- Perform daily administrative functions in a punctual, professional manner;
- Provide accurate information and exemplary service while managing emails, phone calls from officers, directors, department heads, staff and local members;
- Develop flyers, pamphlets and materials relating to the various departments with a view to informing and encouraging members to participate in events and conferences;
- Work with department directors to organize multiple conferences, training courses and prepare materials for national and regional councils.
- Organize cost-effective travel arrangements and itineraries for staff as required;
- Use independent judgment to compose, format, and edit letters, memos, correspondence, reports and presentations from draft to final stage;
- Follow an organized filing/document management process for electronic and paper documents;
- Manage schedules/calendars for staff as required;
- Process office invoices with appropriate approvals in a timely manner.

**Position Requirements:**

- Post-secondary education, diploma holder or equivalent experience;
- At least 2 years' experience in a similar role or equivalent;
- Experience in a unionized workplace is required;
- Strong project, event and time management skills, with the ability to juggle multiple tasks and projects at once while working within sometimes tight and competing deadlines;
- Excellent interpersonal, written and verbal communication skills, including effective phone etiquette, to diverse audiences and attention to detail;

# Job Posting

- Strong proficiency in Microsoft Outlook and Word, Excel and PowerPoint;
- Ability to solve problems and deal with ambiguous situations;
- Ability to travel, when required;
- Highly motivated self-starter with ability to work independently as well as in a team environment;
- Proficiency in InDesign is an asset.

This job posting is for an existing vacancy. The expected compensation for this position is \$68,473.60 per year.

Interested applicants may apply in writing at [employment@unifor.org](mailto:employment@unifor.org) referencing the position title in the email subject line before **5:00 p.m. on January 9, 2026**.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

AT/kvcope343