

ACTRA

ACTRA ('Alliance of Canadian Cinema, Television and Radio Artists') is the national union of over 30,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

ACTRA National is seeking a full-time: Office Clerk

Position Scope:

Under the direction of the Associate Director, Human Resources and Operations, the Office Clerk will work in collaboration with internal teams and stakeholders across the organization to ensure the efficient operation and highest standard of service.

Responsibilities:

- Assistance with clerical functions in the operations and finance departments of ACTRA as assigned.
- Distribution of all incoming and outgoing mail and courier deliveries.
- Distribute forms and agreements to branches.
- Ordering stationery and other office supplies.
- Understanding of the ACTRA Constitution and By-Laws as related to the job responsibilities.
- Sort and maintain files and supplies storage areas.
- Assist with labelling, categorizing, and archiving files and materials.
- Participation in the continued development and improvement of processes and procedures.
- Maintenance of accurate, complete, and up-to-date procedure guides, forms and logs.
- Other related duties and projects generally considered to be within the job category.

Working Conditions

- Usual hours of work as outlined in the current Collective Agreement. Overtime work may be required on occasion to cope with peak periods and deadlines.
- Works in an office environment, which is subject to interruptions and distractions.

Contacts

Internal Working Relationships:

ACTRA

- Establishes and maintains cooperative and collaborative working relationships with ACTRA team members and other ACTRA employees.

External Working Relationships:

- Frequent communications with vendors and partners.

Qualifications

- Post secondary education preferred
- Customer service oriented
- Interpersonal skills including interdepartmental communication and coordination skills
- Administrative skills
- Detail oriented
- Computer skills including but not limited to MS Office Suite and data base management
- Ability to multi-task, prioritize and meet deadlines
- Maintain confidentiality
- Organizational skills
- Problem solving skills
- Ability to lift up to 50 lbs

Application Process:

Interested applicants are invited to submit a resume and cover letter to humanresources@actra.ca **quoting 2025-14 'Office Clerk' in the email subject line.**

NOTE: This is an in-office based position.

ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and 2SLGBTQIA+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.