

# ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 27,000 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 Alberta is seeking a temporary part-time (19.5 hours per week): Administrative Assistant**

### **Position Scope:**

The Administrative Assistant will provide the highest standards of service in supporting Branch operations.

### **Responsibilities:**

Assisting in the administration of the ACTRA Collective Agreements, but limited to:

- Providing engagers support in the completion of the required ACTRA forms, but not including interpretations and rulings thereof
- Processing and checking of remittances, session and residual payments, invoices, late payment penalties and contract service fees
- Verification of information provided on cast lists and contracts.
- Distribution of call sheets and coordination of OSLO's when requested by the Stewards

Administration of membership, relevant to the Branch, including:

- Processing of full and apprentice members and non-members
- Dues invoices
- Maintenance and updating membership records

Performing general office functions, relevant to the Branch/Department, which may include:

- Account Receivables and Payables
- Ordering office supplies
- Organizing staff training courses
- Acting as contact for on-going computerization
- Maintaining filing systems
- Support for local Branch initiated projects
- Other related duties and projects generally considered to be within the job category
- Other duties as assigned within the scope of the position

### **Qualifications:**

- Post secondary education (degree/diploma) in Business Administration or Industrial relations preferred.

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- A certificate in administrative support studies preferred.
- At minimum two (2) years related experience required.
- Knowledge of the film and television industry preferred.
- Proven ability to exercise sound judgment and discretion.
- Excellent accuracy and attention to detail.
- Excellent organizational skills and the ability to multi-task and meet deadlines are essential.
- Demonstrated customer service orientation with excellent interpersonal skills.
- Ability to communicate in French an asset.
- Advanced level skills in Microsoft office and including Microsoft Word, Excel, and Power-Point.
- Demonstrated ability to:
  - communicate effectively, orally and in writing with a customer service focus.
  - work independently.

## **Application Process:**

Interested applicants are invited to submit a resume and cover letter **by May 24, 2021 to [humanresources@actra.ca](mailto:humanresources@actra.ca) quoting '2021-12 'Administrative Assistant – ACTRA Alberta' in the email subject line. NOTE: this position is located in Calgary, Alberta and is for a period of six (6) months in duration.**

*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 LGBTQ2+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA') we provide the accommodations necessary to ensure full participation in our recruitment processes. If you require an accommodation 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.