

# 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 National is seeking a full-time: Clerical Coordinator**

### **Position Scope:**

Reporting to the Manager, Human Resources and Operations, the Clerical Coordinator will provide clerical and administrative support to the human resources, operations, and finance departments.

### **Responsibilities:**

Duties include but are not limited to:

- Provide administrative support to designated management and leadership teams and the President, i.e., travel arrangements, booking meetings, preparing distribution packages for meetings, transcribing meeting minutes upon request, etc.
- Ordering office supplies from designated vendors and maintaining inventory.
- Ordering operational forms from designated provider and maintain inventory.
- Coordinate and provide administrative support for meetings, departments as assigned and for committees.
- Preparing materials for National office council meetings and referendum package preparation.
- Making sure meeting spaces are prepared prior to use.
- Receive and code all Operations invoices for managers approval.
- Work with finance team to process invoices and track receipts, verify invoices are correct based on services rendered as per the operations service agreements, coordinate assigned management team credit card reconciliation to prepare for payment.
- Maintain documents (manually and electronically), department files and databases.
- Maintaining files and records so they remain updated and easily accessible.
- Purges files as per the applicable policy and procedure in collaboration with management.
- Maintains offsite file storage inventory and ensures destruction schedule is maintained.
- Create, prepare, and deliver reports to the manager, e.g., mail machine usage (monthly), operational forms inventory, office supply expenditures, etc.
- Prepare metrics reports as requested by the manager, i.e., new hires, forms requests frequency, etc.
- Perform clerical duties, such as filing, faxing, creating lists, answering phone calls, and responding to emails.
- Complete and distribute department correspondence as required.
- Monitor, assess and identify strategies to improve services, systems, and processes.

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- Coordinate with various teams to implement approved policies and programs.
- Update ACTRA operational materials at the request of the manager, including, but not limited to: New Hire Orientation Manual, annual forms inventory tracker, etc.
- Provide reception Relief duties as needed.
- Greets office guests and contacts the applicable party meeting with the individual(s).
- Creating meetings agendas when required.
- Maintaining a professional approach in all correspondence both written and verbal with internal and external stakeholders, e.g., employees, members, and vendors.
- Assist in making travel arrangements and booking venues for conferences and events.
- Assisting with the coordination of onsite office events as requested.
- Position may require obtaining supplies from local retail stores as needed.
- Prepare and distribute Job Postings internally via email.
- Perform back-up duties for the Facilities Clerk as required
- Understanding of the ACTRA Constitution and By-Laws.
- Ensure compliance with policies and procedures.
- Perform back-up duties as needed.
- Other related duties and projects generally considered to be within the job category.

## **Qualifications:**

- Completion of High School supplemented by completion of an office education certificate program from a recognized administrative post-secondary institution or two years related office administration experience, or an equivalent combination of education and experience.
- Health and Safety Committee Certification an asset.
- Strong computer skills with a focus with Microsoft Office (Word, Excel) and data base management
- Strong administrative and organizational skills are required.
- Strong time management and ability to prioritize work.
- Familiarity with office equipment, such as fax machines, copy machines, and phone systems.
- Ability to handle confidential information discreetly and diplomatically.
- Highly motivated with a good team spirit.
- Accuracy and strong attention to detail.
- Ability to handle multiple tasks and duties simultaneously.
- Excellent administrative skills.
- Detail oriented.
- Customer service focused.
- Strong communication skills.
- Ability to prioritize and meet deadlines.
- Interpersonal skills including interdepartmental communication and coordination skills.
- Customer service oriented.
- Problem solving skills.

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## Application Process:

Interested applicants are invited to submit a resume and cover letter **by October 17, 2021, to [humanresources@actra.ca](mailto:humanresources@actra.ca) quoting '2021-20 'Clerical Coordinator' in the email subject line.**

*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.