

# ACTRA

**ACTRA (Alliance of Canadian Cinema, Television and Radio Artists)** is the national union of over 28,000 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 Montreal is seeking a full-time: Branch Clerk**

### **Responsibilities:**

Duties include but are not limited to:

- Provides organizational and other support functions.
- Membership administration and processing of branch deposits if required.
- Performance of clerical functions and data entry.
- Providing general Collective Agreement, Constitution and By-Law information to members, non-members and engagers but not including interpretations and rulings thereof.
- Acting in capacity of secretary/receptionist.
- Maintenance of filing systems and local records.
- Other related duties and projects generally considered to be within the job category.

### **Qualifications:**

- Post-secondary certification preferred.
- At least 2 years of direct work experience preferred.
- Strong knowledge of the English language is required.
- Ability to speak and write in French is required.
- Excellent written, oral, and telephone communication skills.
- Exceptional multi-tasking abilities and prioritization skills.
- Strong customer service mindset.
- Strong team player and able to work under pressure.
- Ability to work independently.
- Attention to detail in all areas of work.
- Strong problem identification and problem resolution skills.
- Advanced capabilities in Microsoft office software.

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## **Application Process:**

Interested applicants are invited to submit a resume and cover letter to [humanresources@actra.ca](mailto:humanresources@actra.ca) **quoting '2023-14 'Branch Clerk' 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. 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.