

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.

Are you meticulous at keeping the flow of work organized and when things don't go as planned you pivot to get the job done?

Do you want to work with a dedicated team of professionals? If so, come join the movement - you'll be in good company

ACTRA National is seeking a full-time Floater (Human Resources and Operations Team)

Position Scope:

Under the direction of the Manager, Human Resources and Operations, the Floater will work in collaboration with internal and external teams and stakeholders across the organization to ensure the efficient operation and highest standard of service.

Responsibilities:

- Provide clerical support for the Manager and other leaders as required, this includes producing reports, ordering office supplies and maintaining inventory levels of all stationary stock levels.
- Develop relationships and deal regularly with internal and external stakeholders including national office staff, branch staff, vendors, and members.
- Responsible for the mail and courier distribution process for the office and branches.
- Produce reports as required, e.g.: mail meter usage.
- Facilitate the distribution of member forms and agreements to all branches and retain an accurate inventory stock level.
- Assist in preparing booklets, mass mail outs, brochures, support packages, etc.
- Manage the office voice mail account and distribute messages as needed. Record office closure voice mails for statutory holidays.
- Ensure the kitchen is stocked with coffee, milk, creamer, sugar, etc., and ensuring the space is tidy.
- Facilitate the kitchen clean-up rotation by ensuring items have been completed and following up with individuals when it is not.

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- Providing clerical assistance to other teams, when necessary, in consultation with the manager.
- Maintain active communication with vendors ensuring all agreements are complied with and ACTRA is in receipt of all services when it is supposed to be, i.e., maintenance of the water cooler, coffee machine, HVAC system, office cleaning, etc.
- Other related duties and projects generally considered to be within the job category.

Qualifications:

- Post Secondary education in office administration.
- Minimum of two (2) years relevant experience required.
- Intermediate accounting principles knowledge preferred.
- Strong attention to detail and ability to handle multiple tasks assigned, often with competing deadlines.
- Excellent written, oral, and telephone communication skills.
- Strong problem identification and problem resolution skills.
- Self-starter who can take responsibility for tasks set.
- Ability to work independently and as part of a team.
- Strong customer service mindset.
- Excellent ability to multi-task and handle multiple high priority items often with tight deadlines.
- Advanced computer literacy in the Microsoft group of programs and complimentary programs (MS Word, Excel, Access, PowerPoint, Outlook Calendar).
- Strong interpersonal skills.

Application Process:

Interested applicants are invited to submit a resume and cover letter to humanresources@actra.ca **quoting 2023-09 'Floater' 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 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.