

# 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 Maritimes is seeking a temporary part-time (26 hours per week for 1 Year):**

## **Administrative Assistant**

### **Responsibilities:**

Duties include but are not limited to:

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 Business Representatives.

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.

### **Qualifications:**

- Post secondary education, i.e., diploma in administrative studies preferred.

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- Certificate in office administration management preferred.
- At least two (2) years direct experience preferred.
- Strong knowledge of the English language is required.
- Excellent written, oral, and telephone communication skills.
- Self-starter who can take responsibility for tasks set
- 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 skills in the Microsoft group of programs and complimentary programs (MS Word, Excel, Access, PowerPoint, Outlook Calendar, Zoom, Microsoft Teams and Doodle).

## **Application Process:**

Interested applicants are invited to submit a resume and cover letter to [humanresources@actra.ca](mailto:humanresources@actra.ca) **quoting '2023-13 'Administrative Assistant - ACTRA Maritimes' 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.