

UNION REPRESENTATIVE



Canadian Office & Professional Employees Union (COPE), Local 397 requires an experienced person to be responsible for all aspects of Labour Relations with various Employers throughout the Local's jurisdiction.

Qualifications:

- Ability to promote and support the principles of Trade Unionism.
- Relevant post secondary education and/or extensive labour relations work-related experience (graduate of a Labour Studies program would be an asset).
- Demonstrated extensive experience in the administration, negotiation, and interpretation of Collective Bargaining Agreements.
- Working knowledge of relevant Labour Legislation.
- Strong oral and written communication skills.
- Demonstrated ability to be self-motivated and organized; to work independently, set priorities and balance a demanding workload.
- Demonstrated ability to establish and maintain effective working relationships.
- Demonstrated ability to use Microsoft Word, Excel, Powerpoint and Outlook.
- Possession of valid driver's licence and a reliable vehicle.

Responsibilities:

- Assists members in all aspects of day-to-day labour relations issues & the resolution of grievances through the timely investigation of complaints, the drafting of formal grievance reports and the presentation of such grievances to all levels of management as required.
- Provides advice to the Local as to appropriate action in support of grievances.
- Responsible for conducting all aspects of contract negotiations on behalf of the Union.
- Works closely with the elected President/Union leaders, Union members, and other Union staff, demonstrating superior leadership skills and sound judgement in a variety of difficult situations.
- Assists and supports organizing initiatives by the Local.
- Conducts Union educationals and seminars.
- Prepare and present reports, as required, at Union meetings.
- Travel is required throughout the Local's jurisdiction as well as working some evenings and weekends.

Terms and conditions of employment are pursuant to the COPE 397/UFCW 248P Collective Agreement.

Applicants may apply in writing with your resume to COPE 397 **no later than 5:00 p.m. January 28, 2021.**

**Kim Wilson – President
COPE Local 397
109 - 2709 12th Avenue
Regina, Saskatchewan
S4T 1J3**

Alternatively, you may forward your resume by fax to (306) 347-2720 or by e-mail to cope397@sasktel.net

Only those candidates being considered for the position will be contacted

If you have any questions, please contact our Office Administrator, Tricia Klassen, at 306-352-4238 or at cope397@sasktel.net