



Nova Scotia/Nunavut Command
The Royal Canadian Legion

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All Branch Mail Out #50 - 2017

Date: November 14, 2017

To: NS/NU Command Branches
NS/NU Zone Commanders
NS/NU Executive Council
NS/NU Past Presidents
NS/NU Command Staff

From: Valerie Mitchell-Veinotte
Executive Director
NS/NU Command, RCL

Subject: Job Posting – Command Office Clerk

Message: Comrades: Please find attached job posting for Command Office Clerk for widest dissemination.

NOVA SCOTIA/NUNAVUT COMMAND
THE ROYAL CANADIAN LEGION

Job Posting

Position: Office Clerk (Part-time-20 hours per week)

Reports to: Command Executive Director

Job Summary:

Provides inner-office clerical support, secretarial duties for various Command committees, general office administrative tasks, substitute for Administrative Assistant and other duties as assigned by the Command Executive Director.

Description:

Answer telephone, email, fax and front counter queries
Preparation of letters, reports, correspondence
Data entry
Recording and transcription of meeting minutes
Secretarial support to assigned Standing Committees
Filing
Assist in the preparation of mass mail-outs
Order filling, light shipping and receiving (must be able to lift up to 24 kilograms)
Assistance in invoice preparation (training provided)
Minor updating of website (training provided)
Other duties as assigned by the Command Executive Director

Qualifications:

Combination of education and experience.
Demonstrated experience and proficiency in Microsoft Office with emphasis on Word and Excel. Accuracy in document merging, data entry and manipulation. Adherence to deadlines. Working knowledge of general office procedures and equipment including postage and courier. Training specific to the office will be provided. Legion background an asset.

Job Requirements:

Pleasant demeanour, able to interface well with people, participate in maintaining a friendly professional office environment, maintain confidentiality, flexibility to work additional hours occasionally, teamwork, willingness to promote and subscribe to the goals and objectives of The Royal Canadian Legion.

Working Conditions:

Primarily a three (3) day week position (M-W-F) @ 6.5 hours per day, 8:30-noon and 1-4 pm weekdays. Additional hours required to cover vacations/time off and assist during busy periods, with paid time off for the Christmas holiday season. Must commit to working the Command Convention Victoria Day week-end in May, biannually.

Experienced, professional staff environment working in support of the goals and objectives set out by the Executive Council of Nova Scotia/Nunavut Command of The Royal Canadian Legion.

Expected start date, January 09 2017.

Apply:

By forwarding cover letter and resume **as pdf attachment with your name in the subject line** by e-mail to:

info@ns.legion.ca

Application deadline 8:30 am December 04 2017

Applications submitted other than as specified will not be considered. Do not utilize a job reference number when applying.

No phone calls please; Only candidates selected for interview will be contacted.