UNITED STEELWORKERS
USW
MÉTALLOS

Marty Warren
National Director/ Directeur national

October 30, 2026

CNO Reception and Health & Safety Department
SUPPORT STAFF
234 Eglinton Avenue East, Toronto, ON

There is a vacancy for a **full-time bilingual support staff** at the United Steelworkers Canadian National Office in Toronto, Ontario effective immediately. The successful applicant will be assigned to work at the reception desk and with the Health, Safety and Environment Department. Hours of work for this position are 9:00 am to 5:00 pm or can be adjusted by mutual agreement to 8:30 am to 4:30 p.m., with an hour for lunch.

The successful applicant must be fluently bilingual (speaking, reading, writing) in English and French, with excellent written language skills in both languages.

The successful applicant must have:

- At least 1 to 2 years of work experience in administrative support
- Excellent Microsoft 365 computer skills
  - Word (including tables, mail merges, styles, tracking, formatting)
  - Excel (including creating and editing spreadsheets, researching formatting issues and formulas, troubleshooting)
  - Outlook
  - SharePoint and OneDrive (including cloud drive file maintenance)
  - PowerPoint (including formatting, editing, troubleshooting)
- Data entry experience
- Excellent organizational skills, attention to detail, and the proven ability to follow complex instructions and work to deadlines

We will also consider the following qualifications to be assets when selecting the successful applicant:

- Experience with event planning, minute taking, using PDF editors, setting up Zoom meetings & webinars, using database software, and posting to WordPress websites
- Proofreading certification, or experience with proofreading and/or copy-editing
- Experience in the labour movement, and/or commitment to or interest in human rights and equity issues

Core duties include, but are not limited to:

- Answering, triaging and responding to general incoming calls and emails as required
- Sorting mail and coordinating incoming and outgoing courier packages
- Greeting visitors and directing them as appropriate
- Providing administrative, organizational and clerical support to a small team of department staff, accommodating different requirements, methods, and deadlines
- Proofreading documents from other departments in English and French
- Maintaining accurate and up-to-date electronic contact information
- Event planning: organizing meetings and videoconferences (mostly using Zoom), booking meeting rooms, making travel arrangements for staff and committee members, coordinating catering & other meeting needs
- Assisting with conference arrangements and registration (occasional travel opportunities)
- Assisting with collating and stuffing bulk mailings, and occasionally with office-wide outgoing mail
- Perusing USW.ca website to ensure up-to-date info is posted and posting new information as needed (for Health & Safety and other departments as required)
- Printing, photocopying, scanning, including occasional use of large production copiers
- Completing requisition forms
- Lifting and moving bankers' boxes of files for storage
- Provide general office support or support for other Departments as requested by the Administrative Assistant or the Office Coordinator
- Receiving & tracking all health & safety scholarship applications & coordinating the evaluation and awarding of these scholarships
- Coordinating all health & safety publications (i.e. ensuring sufficient materials are in stock, and update when needed)
- Drafting correspondence, editing, formatting and finalizing documents
- Effectively using Outlook calendars & Zoom to communicate, schedule and organize within department and ensure deadlines are adhered to
- Assisting staff and committee members in filing travel-related expenses
- Sorting and distributing incoming department mail, processing outgoing mail
- Scanning documents and maintaining electronic and physical filing and storage system(s)

The successful applicant must have a pleasant and welcoming personality and respond positively to members, callers and visitors to the office. They must demonstrate a high level of attention to detail, accuracy, ability to prioritize and sound judgement. We require a willingness and ability to discuss, evaluate, initiate, review, and revise procedures in a professional and proactive manner.

USW is committed to employment equity and encourages applications from members of equality deserving groups, including women, racialized people, Aboriginal people, people living with disabilities, as well as members of the 2SLGBTQIA+ community.

This position is a bargaining unit position covered by the collective agreement between USW and COPE 343, with a starting rate of $ 61,332.20 to a top rate of $ 79,730.02, plus a 3% bilingual premium, and the opportunity to increase salary by up to 12% by successfully completing Microsoft and other job-specific training though the union's Pay for Knowledge program. In addition, we offer a generous benefits program and an employer-funded pension plan.

Candidates should submit their application and resumé by end of day on Friday November 13, 2026, to: **Alexandra Eshelman**, Administrative Assistant to the National Director, by e-mail to careers@usw.ca or by mail to United Steelworkers, 800-234 Eglinton Avenue East, Toronto, Ontario M4P 1K7.

All applications will be kept confidential. We thank all who apply, but only applicants who are selected for an interview will be contacted. Any moving costs are the responsibility of the successful applicant.

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