**JOB POSTING**

***Communications clerk***

Job Description :

* Drafting union communications
* Translation of union documents and memos (english-french)
* Creating graphical documents
* Editing and correcting union documents
* Posting and follow ups for communications

Requirements :

* Excellent french and english writting
* Advanced knowledge of MS Office
* Knowledge of graphic softwares Adobe Photoshop et Microsoft Publisher
* Knowledge of the collective agreement
* Knowledge of applicable Federal labor laws and regulations (optional)

The chosen candidate must be available and ready to work outside of his/her usual shift. Some tasks will need to be done expediently while other tasks will be long term project.

The chosen candidate could be paid for the hours worked/tasks accomplished, according to the provisions to be adopted by the Executive committee.

Interested candidates can submit their candidacies by sending their resume to : **info@ac-so.org**

**\*Deadline 22nd of June 2016\***

Executive Committee

June 8th 2016



**Local Union 9554 – United Steelworkers**

The largest screener local in Eastern Canada.