



## **ALBERTA REGIONAL COUNCIL OF CARPENTERS AND ALLIED WORKERS**

### **MILLWRIGHT DISPATCHER**

The Regional Council is currently accepting applications for a full time Millwright Dispatcher who is responsible for administration of the Millwright provincial dispatch system. This position requires a well organized, energetic, assertive and confident individual with the ability to problem solve, innovate, and also have the ability to establish cooperative working relationships with both members and unionized contractors. Strong interpersonal skills and a positive attitude are essential, as well as being capable of working in a high stress area and delivering on tight time lines. Strong computer skills, systems knowledge and client service are all key functions required for this position.

This position involves access to significant confidential membership and other information. Acceptance of this position is on the condition that the utmost confidentiality and strict adherence to privacy rules are required. The person occupying the position will not be entitled to run for or hold elected office, or serve on Union Committee's while in the position.

The position will require work in off-hours, evenings and some weekends; there will also be a requirement to support the Business Representatives and Organizers during down times. Training and orientation on the dispatch system will be provided prior to the successful candidate assuming full time responsibilities in the dispatch office. This position is located in Edmonton and the successful applicant must be committed to residing in the local area. Acceptance of a contract outlining remuneration and working terms is a condition of employment following a three month probationary period.

No drop off or email, please forward resume by mail to:  
Derrick Schulte  
Executive Secretary Treasurer  
Alberta Regional Council of Carpenters & Allied Workers  
200-15210 123 Ave  
Edmonton, AB T5V 0A3

Closing date: May 31, 2019