



DATA ANALYST/ ADMINISTRATOR

The UNW is a membership driven Union comprised of approximately 6,000 members throughout the Northwest Territories, made up of public servants and various private employee groups. As the North's largest Union, the UNW prides itself in its unique and diverse membership. As a component of the Public Service Alliance of Canada, the UNW enjoys the advantage of both regional and national representation in Canada.

Location: Yellowknife

Term: Indeterminate

Purpose: Update and maintain Union membership data, grievance database and job evaluation database. Keeping records current in the electronic database, reviewing reports, analyzing data, developing spreadsheets and database files, compiling and extracting data, producing membership cards, producing membership information, studying and updating database manuals, producing grievance reports, and generating analytical reports to advance the goals of the UNW. Provides reception and general administrative support services including clerical, typing, photocopying, correspondence and proofreading material and documents.

Qualifications: Grade 12 graduation and completion of an Office Administration Certificate programme; or two to three years related experience in an office operating typical office equipment and programmes; or equivalent combination of training and experience in office management. Other requirements include computer skills (Database software, Microsoft Office) and advanced knowledge of spreadsheet software (Excel) and data analysis is essential.

Salary Range: \$59,239.98 - \$66,861.28

Applications will be accepted until **5:00 pm, Mountain Time, December 13, 2019**. Only those selected for interviews will be contacted.

Applications can be emailed to Kim Bailey, Director of Finance and Administration at:
baileyk@unw.ca