



Industrial/Legal Unit Support Officer

The Manufacturing Division of the CFMEU is seeking a highly motivated administrative support officer to join our National Industrial Legal Unit at our Division Office, based in Carlton, Melbourne.

The Manufacturing Division is a division of the Construction Forestry Maritime Mining and Energy Union. Our industries include forestry, wood-processing, timber & building products, on-site activity such as glazing and floor-laying, and manufacturing activity such as furniture-making, glass production, pulp & paper, soft furnishings, textiles, clothing and footwear, dry cleaning and laundry.

You will become a key player in an active team of legal staff whose daily role is to represent the legal and industrial interests of our members.

This is an opportunity to experiment, innovate, learn and develop - whatever works and delivers measurable results.

Key responsibilities:

- Clerical, administrative and research support to our National Industrial Legal Unit with the overall aim to assist members with their legal rights and conditions of employment.
- Develop and maintain office filing and database systems.
- Update relevant agreements/awards in Membership Database.
- Preparation of documentation for lodgement with the FWC.
- Assistance with preparation of materials for industrial tribunals.
- Drafting applications for federal Right of Entry permits.

To be considered you will have:

- Practical Legal/industrial experience preferable;
- Demonstrated advanced MS Office skills including MS Word and MS Excel;.
- Exceptional written communication skills;
- Strong analytical and technical skills;
- A commitment to the trade union movement;
- Demonstrated ability to work collaboratively and flexibly, both in a team and independently, within a dynamic environment

What you need to know and what's in it for you:

- The position is a short term 6 month contract to replace an employee on extended leave:

- A commitment to the trade union movement;
- Wage salary range commensurate with skills and experience between \$75 -\$85 k including pro rata annual leave, Rostered Days Off and 15% super;
- Laptop and mobile phone provided.

How to apply for this job

If this sounds like your next career move,

Email: mkaplanis@cfmeumd.org

Subject Line: Industrial Legal Unit Support officer

Attention: Maria Kaplanis

Attach: your Resume/CV and covering letter addressing the criteria outlined above.

Closing date: Wednesday, 7 December 2022.