



## **“Business Agent” - Employment Opportunity**

The Canadian Merchant Service Guild (the “Guild”) promotes the social, economic, cultural, educational, and material interests of their members, which represent the majority of Ships’ Officers and Pilots in the Canadian Maritime Industry. With experienced staff across Canada, the Guild provides service and act as an advocate for the interests and improvements of their members. On their behalf, they are seeking a Business Agent to join their team in Western Canada.

The successful candidate is expected to assume the responsibility of a representative of a bargaining agent under the Canada Labour Code, the B. C. Provincial Labour Code, or the Public Service Labour Relations Act.

### The Business Agent duties include:

- Investigating inquiries and complaints from Guild members regarding workplace issues and intervene when necessary to resolve disputes with employers.
- Processing grievances and represent members at disciplinary hearings and grievance hearings.
- Refer members to employer EAP program when appropriate and provide advice to members regarding educational opportunities and certification issues.
- Act as an advocate on behalf of members, and assist with safety problems.
- Assist members to obtain approval for leave or other contractual entitlements, pension issues, disability benefits, and workplace injury benefits.
- Negotiating collective agreements, organizing negotiation meetings, writing drafts and formal contract proposals, and determine correct interpretations of contract clauses.
- Chair on the union side of the negotiating sessions; and provide updates to stakeholders. As a skilled communicator, you ensure that all relevant information and issues are brought to the attention of the correct parties.
- Maintain positive relationship with the Guild team, and keep the Branch President, Branch Secretary - Treasurer and other members of the Executive Board aware of relevant issues in the region and take

advantage of opportunities to meet with members aboard vessels or ashore.

Post-secondary education in commerce, industrial relations or law would be considered an asset, and the ability to deal appropriately with members experiencing highly stressful situations and handle sensitive and confidential information in a discreet and professional manner.

To apply please forward your resume and cover letter to:

CMSG H. R. Committee  
Suite 130 – 815 First Street  
New Westminster, BC V3L 2H7  
E-mail [zulema@cmsg.org](mailto:zulema@cmsg.org)

The CMSG WB welcomes applications from qualified candidates; however only those selected for an interview will be contacted. Closing date: January 21, 2022.