

HIRING PLANNER

(Full-time position)

SOUTHEAST REGIONAL SERVICE COMMISSION (SERSC) Moncton, New Brunswick

JOB SUMMARY

This position is responsible for performing routine to intermediate planning work that includes a variety of duties pertaining to land use applications, creating and interpreting regulations, research and reporting, public consultation, and various administrative tasks. Other components of this role also include engaging with stakeholders, community groups, government services and others for implementation of long-range planning initiatives.

MINIMUM REQUIREMENTS

- Bachelor's degree urban planning, geography, architecture, engineering, environment or another relevant field.
- One to two years' experience in a similar position or related field.
- Excellent communication skills in both French and English
- Proficiency with MS Office, ArcGIS software and other industry-specific software
- Thorough knowledge of planning principles and practices and planning regulations, procedures and requirements.
- Excellent knowledge of project management techniques, research methods and statistical analysis and principles.
- Capable of interpreting and administering the New Brunswick Community Planning Act.
- Strong organizational skills and ability to work effectively on several projects simultaneously
- Demonstrate initiative, resourcefulness and independent judgment
- Willingness to tackle new challenges and opportunities
- Able to work independently and in a team environment

SALARY

- As per current pay scale

BENEFITS

- Pension Plan, RRSP, Dental, Life, Disability, Medical, Vision Care Insurances, Employee and Family Assistance Program, Vacation and Holidays

SERSC wishes to thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Job Starting
July 2019**

This entry-level position could lead to a senior professional planner classification for the right candidate who wishes to handle more complex planning assignments and refine their educational and career paths.

35 hours/week

Please submit resume and cover letter by email, fax or mail before June 30, 2019.

To obtain a detailed job description, please visit

www.nbse/planning

**SOUTHEAST REGIONAL
SERVICE COMMISSION**

**1234 Main St., Suite 200
Moncton, NB, E1C 1H7**

Tel : (506)382-5386

Fax : (506)382-3651

humanresources@nbse.ca

www.nbse.ca