

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.

**This competition is
open until filled.**

**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.**

**To obtain a detailed job
description, please visit**

www.nbse/planning

**SOUTHEAST REGIONAL
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