



## **SOUTHEAST REGIONAL SERVICE COMMISSION**

is seeking for an

### **Administrative Assistant**

**(Term position – June to December 2019 – with possibility of full-time position)**

Reporting to the Director of the Planning Department, this position provides a wide range of complex administrative and clerical support duties to management and staff. Various duties include greeting and directing clients and visitors; answering telephones; organizing all aspects relating to meetings; preparing agenda/minutes; writing routine correspondence, memo, email, minor translation; receiving and distributing mail; preparing bank deposits; maintaining confidential records and files; includes working outside normal office hours to attend meeting as needed.

The ideal candidate must have the following minimum requirements:

- College diploma in office administration or equivalent;
- Three (3) years' experience in a similar position;  
(An equivalent combination of education, training and experience may be considered.)
- Valid driver's license and access to a vehicle for travelling between the Moncton and Shediac Office;
- Excellent communication skills in both French and English (written and spoken);
- Very good computer skills in Microsoft Word, Excel, Outlook and Powerpoint;
- Strong interpersonal and organizational skills; and
- Ability to prioritize, multitask, attention to details, problem-solving and resourceful.

Salary: Commensurate with experience and current pay scale.

**Application deadline: April 28, 2019**

Applicants must submit their resume and cover letter by email, fax or mail to the following address:

Human Resources  
Southeast Regional Service Commission  
1234 Main St., Suite 200  
Moncton, N.B., E1C 1H7  
Telephone : 506-382-3482  
Fax : 506-382-3651  
Email : [humanresources@nbse.ca](mailto:humanresources@nbse.ca)

To obtain more information or a detailed job description, please contact Human Resources by phone or email.

*We thank all applicants for their interest. However, only those selected for an interview will be contacted.*