

Administrative Assistant



The New Brunswick Association of Social Workers is seeking a qualified, energetic individual, who is accustomed to an environment with ever changing priorities and has the ability to multi-task. This position is located in Fredericton, New Brunswick.

Duties: The successful candidate will be responsible for providing administrative services, including but not limited to: reception and office administration (e.g., open mail, write cheques, prepare bank deposits); communication by telephone, skype, fax, email and in person. Managing electronic systems such as, but not limited to: Sharepoint, online database, website; managing physical files and records; scanning physical files and records to electronic documents; drafting and proofreading letters after receiving point form information; proofreading NBASW documents; developing electronic newsletters for members; coordinating meetings and NBASW events by Doodle system or other electronic tools; scanning documents and emails to fax; drafting power point presentations after receiving point form information; and taking meeting minutes. The position will occasionally require work during evenings and weekends.

Essential Qualifications: Candidates must possess a High School diploma or GED, supplemented by the successful completion of a one-year post-secondary diploma in the area of business, office management or a related field and a minimum of three (3) years related work experience in an office environment. The successful candidate will have strong organizational, interpersonal and communication skills as well as a strong working knowledge of Microsoft Word, Excel, Power Point and Outlook.

The successful candidate will undergo a criminal record check.

This position requires written and spoken competence in French and English.

Please state your language capability.

Applicants are required to demonstrate on their application how they have acquired the qualifications and experience required for this position. Resumes should be in chronological order specifying education and employment in months and years including part-time and full time employment.

Applicants who do not clearly demonstrate the above-noted qualifications may not be given consideration in this competition.

BEHAVIOURAL COMPETENCIES: The successful candidate will possess the following behavioural competencies: Effective Interactive Communication; Analytical thinking/Judgment; Initiative and Flexibility; and Teamwork.

TECHNICAL COMPETENCIES: The successful candidate will possess the following technical competencies: Ability to Use Office Technology, Software, and Applications.

The NBASW is an Equal Opportunity Employer and we promote a scent-reduced environment.

Salary scale of \$36,686 - \$44,122 based on education and experience. The NBASW provides competitive employee benefits, including vacation and sick benefits, RRSP contributions, and health and dental insurance.

The NBASW encourages interested candidates to submit their resumes, no later than September 12, 2017 to the attention of Miguel LeBlanc, Executive Director by email at mleblanc@nbasw-atsnb.ca. If you have any questions, please do not hesitate to call us at 459-5595 or toll free at 1-877-495-5595.