



NEW BRUNSWICK
ENERGY & UTILITIES BOARD
COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS
NOUVEAU-BRUNSWICK

Executive Assistant

Reporting to the Chairperson and CEO, the successful candidate will provide assistance to the executives of the Board.

Location: Saint John, New Brunswick.

Duties: This role will provide administrative support and assistance to the Chairperson & CEO and to the Vice-Chairperson, as they lead the Board in the delivery of its mandate. Duties include:

- Drafting and preparing correspondence in both official languages with a high level of professionalism;
- Proofreading documents in both official languages, including Board decisions;
- Assisting in the preparation of reports and communications;
- Managing the calendar, scheduling, organizing, and managing logistical details;
- Preparing and distributing meeting materials;
- Coordinating travel arrangements;
- Expense reporting;
- Liaising and interacting with other organizations as required;
- Working in a team environment in a collaborative fashion;
- Providing administrative support to other team members as required;
- Such other duties and functions as may be assigned.

Qualifications: The preferred candidate will have a post-secondary diploma and at least 5 years of experience in a similar role. A high level of professionalism, the ability to work with confidential information, to prioritize and multi-task, strong attention to detail and accuracy and the ability to work independently and with minimal direction are essential to this challenging role. Strong computer skills, and the ability to use Office Technology, Software and Applications are required.

Advanced communication skills and an excellent written and spoken competence in English and French are required.

Salary: Salary will be competitive and commensurate with education and experience.

The New Brunswick Energy and Utilities Board is an Equal Opportunity Employer.

Please note: Only candidates selected for further consideration will be contacted.

Please forward your resume in confidence on or before June 29, 2020 at 4:30 p.m. (ADT) to the attention of:

Ms. Kathleen Mitchell
Chief Clerk
New Brunswick Energy and Utilities Board
15 Market Square, Suite 1400
P.O. Box 5001
Saint John, New Brunswick E2L 4Y9
Email: Kathleen.Mitchell@nbeub.ca