



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

**Administrative Assistant**

Reporting to the Chief Clerk, the successful candidate will perform reception duties and will assist in the management of the Board's electronic and paper records and providing administrative support to Board Members and staff as required.

**Location:** Saint John, New Brunswick.

**Duties:** This role will provide administrative support and assistance to the Board, in the delivery of its mandate and everyday operations. Duties include:

- Greeting the public, answering telephone calls and taking messages;
- Processing incoming correspondence received by mail, email and fax and seeing to its appropriate distribution;
- Assisting in the management of the Board's electronic and paper records;
- Coordinating with the Provincial Archives, as required, for the retention of documents;
- Providing administrative support to Board Members and staff as required;
- Data entry;
- Filing of documents in FileMaker; and
- Such other duties as may be assigned.

**Qualifications:** The preferred candidate will have a High School diploma supplemented by a post-secondary diploma in a related field plus a minimum of 3 years of experience in a regulatory or legal setting. An equivalent combination of education, training, and experience may be considered. Strong computer skills, and the ability to use office technology, software and applications are required. A certificate in Records and Information Management would be considered an asset.

**Excellent written and spoken competence in English and French is required.**

**Salary:** Salary will commensurate with education and experience. Salary range: \$44,746 to \$51,584

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 by no later than **4 PM on August 21, 2020**, 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](mailto:Kathleen.Mitchell@nbeub.ca)