



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

Bilingual Administrative Clerk

Permanent Full Time

Location: Saint John, New Brunswick

Competition number: HR-202602

Salary Range: \$55,484 - \$58,110 annually

Closing date: August 26, 2026, at 11:59 p.m. (Atlantic time)

The Opportunity

The New Brunswick Energy and Utilities Board is seeking a Bilingual Administrative Clerk to provide administrative and operational support to the Board in fulfilling its mandate. Reporting to the Chief Clerk, you will provide reception services, support Board Members and staff, assist with the administration of Motor Carrier licensing and petroleum pricing activities, support hearings, assist with records, and coordinate communications with stakeholders. This position requires a high level of professionalism and the ability to adapt to changing priorities, technologies, and Board processes through a commitment to continuous learning and development. This is a unique opportunity to develop an understanding of the Board's role and the precedent-setting issues that directly affect the public interest and shape the future of energy and utility regulation in New Brunswick.

Responsibilities:

- Greet visitors, answer and direct telephone calls, respond to inquiries, and take messages.
- Receive, process, and distribute incoming correspondence (mail, email, courier, and fax) in a timely manner.
- Accept and sign for courier deliveries and shipments.
- Order and maintain office, kitchen, and meeting supplies.
- Print and prepare materials for Board Members and staff.
- Format, proofread, and prepare documents and communications in English and French.
- Assist with publishing notices, decisions, and other information on the Board's website and social media platforms.
- Create, maintain, and archive physical and electronic records in accordance with the Board's records management practices.
- Coordinate service requests with information technology and office equipment providers.
- Assist with the planning and administration of in-person, virtual, and hybrid hearings, including hearing room setup, catering, interpretation services, Zoom meetings and webinars, YouTube livestreams, and basic technical support.
- Maintain hearing schedules, filing deadlines, and related records in FileMaker and Outlook.
- Prepare and distribute meeting invitations, agendas, supporting documentation, and virtual access information for Board Members, staff, and hearing participants.
- Configure Zoom meetings and webinars, create YouTube livestreams for public hearings, and coordinate publication of livestream links on the Board's website.

- Respond to inquiries regarding licensing requirements, application processes, Board procedures, and petroleum reporting requirements.
- Receive, review, process, and track licence applications, petroleum reports, and support documentation, ensuring completeness, accuracy, and compliance with legislative, regulatory, and Board requirements.
- Coordinate meetings related to licensing applications, including scheduling, preparing meeting materials, and distributing invitations.
- Issue licenses and licence plates in accordance with Board approvals and established procedures.
- Prepare and distribute licensing, petroleum, and other Board correspondence.
- Maintain accurate records and databases, ensuring information is complete, current, and up to date.
- Perform petroleum pricing calculations on a rotational basis.
- Perform other related duties as assigned.

What you bring:

- Successful completion of post-secondary education in a related field.
- 1-3 years of relevant experience.
- Written and spoken competencies in both official languages.
- Working knowledge of Microsoft Office, Outlook, Zoom, FileMaker, and other office technologies.
- Adaptability and commitment to continuous learning and development.
- High level of professionalism.
- Strong attention to detail.
- Organization, teamwork, communication and interpersonal skills.

What we offer:

- Work on complex, high-impact issues in the public interest.
- Consistent, predictable schedule that supports work-life balance.
- Opportunities to support career growth through professional development and training.
- A comprehensive benefits package including the New Brunswick Public Service Benefit Plans, a Wellness Reimbursement Program, employer-paid parking and more.

About us

The New Brunswick Energy and Utilities Board is an independent quasi-judicial tribunal which regulates the industries and utilities under its jurisdiction. More information on the Board can be obtained at: <http://www.nbeub.ca>.

How to apply:

If this challenging role and the opportunity to join a dynamic organization meet your career objectives, please submit your resume online by clicking "[Apply Here](#)" on or before August 26, 2026.

While we appreciate the interest of those who submit an expression of interest, only those candidates selected for consideration will be contacted.