



Department of Engineering & Public Works Job Posting - Administrative Assistant

The Town of Oromocto Department of Engineering & Public Works is seeking applications from those who are interested in joining our team as a bilingual Administrative Assistant. In this full-time position, the Administrative Assistant acts as a central point of incoming and outgoing communication and organization for the Department. This role is important to the daily operations of the department and supports management and staff with a wide variety of administrative tasks as needed. This role requires a high level of professionalism, trust and ability to multi-task while working on-site.

QUALIFICATIONS /SKILLS:

- High school diploma or equivalent with supplemental Administrative Assistant training preferred
- 5+ years' experience working in an administrative role
- Experience working with confidential employee information
- Excellent written and verbal communication skills (bilingual)
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Strong organizational and planning skills
- Proficient in Office 365 (Word, Excel and PowerPoint, etc.)

SALARY/HOURS

This is a permanent full-time position Monday – Friday with occasional hours required outside of the standard work week

Salary is commensurate with the Salary Administration Policy for Non-Unionized Employees, Level III (\$48,459 – \$60,574). Hiring is in accordance with Town Policies and with the final approval of Town Council.

Those interested are to send a resume and completed Town of Oromocto application (available on the Town of Oromocto website) not later than 1:00PM on April 16, 2021 by email to Gillian Mersereau, Executive Assistant at gmersereau@oromocto.ca