



Oromocto Fire Department Job Posting - Administrative Assistant

(21 February 2019)

The Oromocto Fire Department is seeking applications from those who are interested in joining our team as our Administrative Assistant. In this full-time position, the Administrative Assistant acts as a central point of incoming and outgoing communication and organization for the Oromocto Fire 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 at the fire station.

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 (English)
- 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 MS Office (Word, Excel and PowerPoint)

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 (\$46,852 - \$58,565)

Those interested are to send a resume and completed application (available on the Town of Oromocto website) not later than 1 pm on March 7, 2019 to:

The Chapman Group
Atten: Dayna Lutes
115-117 Germain Street, Unit 2
Saint John, NB E2L 2E9

For further information please contact Dayna Lutes at: Phone (506) 639-1760 or
Email:dayna@chapmangroupcan.com