



**Administrative Assistant (Halifax - 1 full-time permanent position)
Competition # UARB 06-21**

PLEASE NOTE THIS IS NOT A CIVIL SERVICE OPPORTUNITY

The Nova Scotia Utility and Review Board (NSUARB) is an independent quasi-judicial tribunal with broad regulatory responsibilities and adjudicative jurisdiction over a wide scope of subject areas. More information on the Board can be found [here](#).

We are looking for an Administrative Assistant who will report to the Chief Clerk of the Board. This position provides administrative support services to a broad and varied mandate with the ability to act on behalf of the Clerk when the Clerk is not available.

This may be the right opportunity for you if you have the following skills and experience:

About You

You are:

- Detail-oriented and enjoy working in a professional team environment.
- An organized self-starter with the ability to work independently.
- Able to prioritize tasks and work within tight deadlines.

Responsibilities include, but are not limited to, the following:

- Prepares, reviews, and edits routine Orders, Hearing Notices, correspondence, and other types of file and hearing related documents.
- Opens, and manages electronic and hard copy case files.
- Enters data into electronic case management, document management and confidential repository systems.
- Answer's telephone and/or personal enquiries from the general public and parties to Board matters and hearings as well as responding to all initial telephone contacts.
- Prepares documentation for hearings in both electronic and hard copy as required.
- Provides support to public hearings, including set-up and operation of the recording and audiovisual systems, configuring the hearing venue, electronic document display, and assisting the participants and members of the public as required.
- Arranges and books all mandate hearing times, locations and other logistics.
- Makes travel arrangements and coordinates itineraries for Board staff when required.
- Working conditions may include irregular hours therefore the ability to be flexible and adapt to change is required.
- May occasionally require travel, including multi-day travel as required.
- Provides reception relief on a rotational as-required basis.
- May perform other related duties as assigned.

Qualifications Required:

Academic and Technical:

- Minimum 5 years work experience in an office environment - preferably in a professional legal environment.
- Post-secondary diploma and/or certificate in Business Administration or Paralegal Services or equivalent level of training, qualification and experience as approved by the Board.
- Highly developed word processing skills, including proficiency in MS Office Suite (Word, Excel, Outlook) and Adobe.
- Strong grammar skills with an emphasis on proofreading and editing abilities.

Personal:

- Exceptional verbal and written communication skills and highly developed interpersonal skills are required for effectively interacting with the general public, Board Members, staff, and various stakeholders.
- Excellent attention to detail.
- Ability to appropriately identify and effectively deal with confidential and sensitive information.
- Must possess a positive, results focussed attitude and be a proactive problem-solver.
- Able to exercise tact, diplomacy, discretion and sound judgment.
- Must achieve an acceptable level of proficiency with and be able and willing to learn and maintain various equipment and software.
- Be flexible and able to adapt to changing work requirements as working conditions may include irregular hours (e.g., when supporting Board hearings).
- Fluency in written and oral French would be an asset.

An acceptable combination of education and experience may be considered. Please clearly indicate in your resume or covering letter how you meet the qualifications and requirements for this position.

Salary Range: \$1,772.83 to \$2,221.13 bi-weekly (depending on qualifications and experience).

In addition, the NSUARB offers a comprehensive benefits package.

An offer of employment is conditional upon the satisfactory results of: reference checks, criminal background checks, and verification of your credentials.

Closing date for applications is **4:30 pm, May 14^h, 2021.**

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. All applicants who are members of an employment equity group are encouraged to self-identify. As a designated public institution under the French-language Services Regulations, the Nova Scotia Utility and Review Board encourages members of the Acadian and francophone community to consider applying for these positions.

Comme institution publique désignée en vertu de la Loi sur les services en français, la Commission des services publics et de révision encourage les membres de la communauté acadienne et francophone à soumettre leur candidature.

Applications received after the closing date will not be considered. Information about the Nova Scotia Utility and Review Board can be found by visiting our website at: nsuarb.novascotia.ca

Applicants replying by email submission are asked to merge their cover letter and resume into one file. Send merged document to Darlene.Durant@novascotia.ca. Please ensure the email subject line reads as: **Administrative Assistant UARB 06-21.**

For those applying by regular mail or delivery please quote the competition number and job title in the cover letter and clearly mark the envelope PRIVATE & CONFIDENTIAL. Applications being submitted by regular mail should be sent to:

Darlene Durant, Human Resources Officer
Nova Scotia Utility and Review Board
1601 Lower Water Street
P.O. Box 1692, Unit "M"
Halifax, NS B3J 3S3

We thank all applicants for their interest however, only those selected for an interview will be contacted.