



**Administrative Assistant (Halifax - 1 full-time permanent position)
Competition # UARB 01-23**

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 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 documents.
- Opens and manages files.
- Enters data into case management, document management and confidential repository systems.
- Answers telephone and/or personal enquiries from the general public and parties to public hearings.
- Prepares documentation for hearings.
- 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.
- Arranges hearing times, locations and other logistics.
- Makes travel arrangements and coordinates itineraries.
- Working conditions may include irregular hours therefore the ability to be flexible and adapt to change is required.
- May occasionally require travel.
- Provides reception relief.
- 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 or certificate in Business Administration or Paralegal Services or equivalent.
- High level word processing skills, including proficiency in MS Office Suite (Word, Excel, Outlook) and Adobe.
- Strong grammar skills with emphasis on proofreading and editing abilities.

Personal:

- Strong verbal and written communication skills are essential, as are strong interpersonal skills, in effectively interacting with the public, Board Members, staff, and stakeholders.
- Excellent attention to detail.
- Able to appropriately identify and deal with confidential and sensitive information.
- Possess a “can do” results focussed attitude and be a proactive problem-solver.
- Able to exercise tact, discretion and sound judgment.
- A commitment to safeguarding confidential information.
- Able and willing to learn and maintain proficiency with 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: \$2,010.61 to \$2,284.79 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, March 31, 2023**.

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 01-23.**

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.