



**Administrative Assistant (Halifax - 1 full-time position)  
Competition # UARB 07-24**

**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 and adjudicative jurisdiction over a wide scope of subject areas. More information on the Board can be found [here](#).*

We are looking for a highly skilled and experienced Administrative Assistant to join our team. Using your strong organizational, communication, and computer skills, you will provide administrative support to two Members of the Board. You are detail-oriented and enjoy working in a team-oriented environment. You are an organized self-starter with the ability to work independently to prioritize tasks within tight deadlines. Strong verbal and written communication skills are essential, as are strong interpersonal skills, in effectively interacting with Board Members, staff and stakeholders.

Upon proclamation of the *Energy and Regulatory Boards Act*, the NSUARB will be continued as the Energy and Regulatory Boards Tribunal and two new boards, the Nova Scotia Energy Board and the Nova Scotia Regulatory and Appeals Board will be established. This position will transition to be responsible for and support one or both boards.

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

- Prepare a wide variety of routine and complex documents while ensuring high degree of accuracy.
- Transcribe dictations/sound files.
- File, retrieve and circulate documents.
- Answer telephone calls, take messages, and exercise initiative in directing and assisting callers.
- Schedule and coordinate meetings, appointments, and conference calls; make travel arrangements and coordinate itineraries.
- Assist with arranging Board hearings and related meetings.
- Compile and maintain hearing-related files.
- Provide back-up and support to fellow administrative assistants.
- Provide reception relief on a rotational basis and as needed.
- Perform Hearing Assistant duties as needed.

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

- Post-secondary diploma or certificate in Business Administration or Paralegal Services.
- Minimum 5 years of post-graduation experience - preferably in a professional legal environment.
- Advanced skills with MS Office and Adobe products. In particular Outlook, Word, Excel, and Teams.
- Exceptional transcription, grammar and proofreading skills.
- High degree of attention to detail and sensitivity to confidential and sensitive materials required.
- Perform online legal research for case law, statutory references, etc., as required.
- Must have a "can do", results focussed attitude, and be a proactive problem-solver.

- Ability to exercise tact, discretion and sound judgement.
- Ability and willingness to learn new programs and program updates.
- Working conditions may include irregular hours therefore the ability to be flexible and adapt to change is required.
- 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: \$54,113.28 to \$67,641.60 annually (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, September 20, 2024**. 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](https://nsuarb.novascotia.ca)

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.

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](mailto:Darlene.Durant@novascotia.ca). Please ensure the email subject line reads as: **Administrative Assistant UARB 07-24**.

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:

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.**