



## offre d'emploi

**CALL FOR EXPRESSION OF INTEREST**  
**Administrative Assistant**  
**Aboriginal Affairs**  
**Internal and External Competition: no 19-6775-008**  
**Casual full time**  
**CCNB – Siège social**

The Collège communautaire du Nouveau-Brunswick (CCNB) – Siège social is looking for a qualified and dynamic person to fill an Administrative Assistant position.

**JOB DESCRIPTION:** The chosen person will have to provide reception and dispatch services for the department and will have to:

- Enter data into the computer system of student data management;
- Welcome the participants and send the forms to the registrar by ensuring that all the necessary information is legible;
- Maintain an effective filing system and verify the compliance of documents used by the department head;
- Create, modify, update various documents;
- Create and modify schedules for high school student files according to their profile;
- Organize meetings and manage appointments;
- Take notes of meetings and write minutes;
- Perform all other tasks deemed relevant by the supervisor.

**REQUIREMENTS:** Have a high school diploma; have completed at least two (2) years of post-secondary training in secretarial, office management or a related discipline, and have at least three (3) years of experience working in this field, including two years as Administrative.

**Others important skills:** A working knowledge of the Microsoft Office suite is required, as well as a very good knowledge of French and English, spoken and written. Candidates must also demonstrate excellent interpersonal, communication and leadership skills. A good knowledge of the Aboriginal environment is considered an asset.

*According to the applications received, the CCNB reserves the right to consider equivalence of training and experience requirements or to enhance them. The post will not necessarily be redisplayed. If you want to be considered for this position, it is essential to demonstrate clearly how you support equivalence of requirements. You are encouraged to apply.*

**CONDITIONS OF EMPLOYMENT:**

**Workplace:** CCNB Campus de la Péninsule acadienne in Shippagan

**Status:** Casual

**Salary:** According to the current collective agreement for administrative services, level 3

In order to be considered: In your resumé, clearly state your skills, experience and language ability. For each job, indicate the date (**month-year**) of start and end. Include proof of credentials and be able to provide a criminal record check. The employer reserves the right to increase the requirements for pre-selection purposes.

**The CCNB offers equal opportunity to employment for all.**

Send your application to the address below, specifying the competition number.

Direction des ressources humaines et des relations de travail— Siège social

Collège communautaire du Nouveau-Brunswick

C.P. 700, Bathurst (N.-B.) E2A 3Z6

**Télécopieur : 506-547-2741**

**Courriel : [CCNB-RH@ccnb.ca](mailto:CCNB-RH@ccnb.ca)**

**Le CCNB est une société collégiale ouverte sur le monde et centrée sur sa population étudiante. Il contribue à l'épanouissement des personnes et de la société acadienne et francophone en offrant, dans ses cinq campus, plus de 84 programmes de formation technique et professionnelle qui répondent au marché du travail. En tant que société collégiale entrepreneuriale et novatrice, le CCNB s'adapte aux réalités socio-économiques, soutient les activités de recherche appliquée et encourage l'innovation.**