beaubassin

JOB OFFER – EXECUTIVE ASSISTANT

The Beaubassin-est Rural Community is currently looking for a dynamic and competent person to fill the full-time executive assistant position.

Job description
The chosen person will have to offer administrative support to the council and the administration in its functions by ensuring, among other things, to keep the books, welcome the public and answer the telephone as well as ensuring the proper functioning of municipal buildings. This permanent position is 35 hours per week.

Description of responsibilities
- Welcome and direct the public to the departments concerned
- Receive, answer and transfer phone calls
- Provide support to the council and staff
- Perform various tasks related to accounting and the functioning of council
- See to the proper functioning of the various work tools in the office
- See to the updating of certain communication tools
- Provide support for the organization of community activities and the operation of certain community programs

Skills and abilities sought
- College diploma in administration and / or accounting or the equivalent in experience
- Knowledge of common software such as *Simply Accounting* and *Microsoft Office* (Excel)
- Proficiency in the 2 official languages
- Administrative experience with municipal committees or councils
- Clear communications skills both orally and in writing
- Ability to solve problems, demonstrate autonomy and initiative
- Management and organization skills, ability to work in a team
- Be focused on the excellence of the services offered to the public

All candidates must submit a detailed resume no later than October 22, 2021, at 3 p.m. to the contact details below. We thank all applicants, but we will only contact those selected for an interview.

For more information :
Attention : M. Yves M. Leger, Chief Administrative Officer/Clerk
1709, route 133 P.O. Box 2002, Grand-Barachois, N.-B. E4P 8V1
Tel : (506)532-0730 / Fax : (506)532-0735
Email : yves.leger@beaubassinest.ca / Website : www.beaubassinest.ca