

EMPLOYMENT OPPORTUNITY

Regulatory Administrative Assistant Permanent Fulltime

The Board of Commissioners of Public Utilities St. John's, NL

The Newfoundland and Labrador Board of Commissioners of Public Utilities is an independent administrative tribunal responsible for the regulation of public utilities and the automobile insurance industry in the Province. The Board also establishes maximum prices for petroleum products sold in the Province, issues licenses to operators in the motor carrier industry and determines compensation in expropriation matters.

Job Description

This position will provide administrative support assistance to the Board members, executive team and staff. The successful applicant may be expected to:

- Create, format and edit correspondence and documents, including Board orders and contracts;
- Assist with Board proceedings, including public hearings;
- Analyze incoming correspondence, memos, submissions and reports to determine significance and plan distribution;
- Assist with establishing and maintaining various filing and records management systems;
- Responsible for coding and classifying incoming and outgoing information for integration into the Board's electronic document management system (TRIM) while maintaining data integrity and performing quality assurance checks;
- Receive, screen and respond to phone calls, faxes and emails;
- Liaise with Board members, staff and external parties;
- Compile data and prepare papers for Board members, executive and staff; and
- Coordinate travel and meetings.

Required education, skills and competencies

- Completion of a post-secondary program in office administration, secretarial studies or related field with a minimum of five years experience as an executive assistant/secretary or equivalent combination of education and experience;
- Strong working knowledge of commonly used business software including Microsoft Office applications (Outlook, Word, PowerPoint, and Excel) as well as Adobe;
- Experience working with the electronic document management system TRIM would be considered an asset;
- Demonstrated proficiency in typing and proof reading;
- Strong organizational, planning, scheduling and time management skills;
- Ability to multi-task, make decisions and prioritize work.
- Excellent written and verbal communication skills;
- Good judgment, initiative, commitment to excellence and attention to detail; and
- Ability to work independently within a team environment.

Incumbent will, at times, be required to work overtime in the evenings or on the weekend. Remuneration will be commensurate with qualifications and experience.

Interested persons should forward a cover letter and resume before **3:00 p.m., on Tuesday, June 23, 2015** to Ms. Cheryl Blundon, Director of Corporate Services and Board Secretary either by mail, facsimile or e-mail as follows:

By mail: P.O. Box 21040, St. John's, NL, A1A 5B2

By facsimile: 709-726-9604

By e-mail: ito@pub.nl.ca

We thank all applicants however only those to be interviewed will be contacted.

Information about the Board may be found on the Board's website at www.pub.nl.ca