



EMPLOYMENT OPPORTUNITY

Regulatory Administrative Assistant

The Newfoundland and Labrador Board of Commissioners of Public Utilities is seeking a Regulatory Administrative Assistant. This position will provide administrative support assistance to the Board members, the executive team and staff.

The successful applicant may be expected to:

- Create, format and edit correspondence and documents, including Board orders and contracts;
- Review incoming correspondence, memos, submissions and reports to determine significance and plan distribution;
- Assist with maintaining various filing and records management systems;
- Assist with coding and classifying incoming and outgoing information for integration into the Board's electronic document management system 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; and
- Compile data and prepare papers for Board members, executive and staff.

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 of 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.
- Demonstrated working experience with Content Manager, TRIM or a similar electronic document management system;
- Demonstrated proficiency in typing and proofreading.
- 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.
- Ability to work independently within a team environment.



The Board offers an attractive compensation package that includes a competitive salary, comprehensive health and dental benefits and pension plan. The salary range for this position based on experience is **\$42,592 to \$53,241**

We invite applications from all qualified individuals and the Board values diversity in the work place and is an equal opportunity employer.

Interested persons should forward their resume, along with a covering letter, outlining their interest and qualifications by email to jobs@pub.nl.ca before 3:00 p.m., on **09/19/2024**.

Further information about the Board may be obtained from the Board's website, www.pub.nl.ca.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.