



Executive Assistant

The NBTF is dedicated to advise and assist its members, and to protect the working conditions of the teaching profession by negotiating improvements to teachers' social and economic well-being.

Reporting to the Executive Director of the New Brunswick Teachers' Federation (NBTF), the incumbent will be responsible for the administrative management of the office and for providing administrative support to the administrative staff of the organization.

Conditions of employment

- Hours of work: 32.5 hours per week (8:30am-4:00pm)
- Workplace: Fredericton (650 Montgomery Street)
- Salary/Benefits: \$42,640 - \$56,576 according to education and experience, with very competitive benefits
- Start Date: February 1, 2022, or a mutually agreeable date

Requirements and Competencies

- Two (2) years post-secondary education in secretarial, office technology or related discipline
- Three (3) years of related work, including a minimum of one (1) year in administrative services
- Good knowledge of the MS Office Suite (Word, Outlook, PowerPoint and Excel)
- Ability to work with virtual meeting platforms (Teams, Zoom, etc.)
- Excellent knowledge of French and good knowledge of English (spoken and written)

Required Qualities

- Respect for confidentiality and professional ethics
- Good organizational and planning skills
- Demonstrate autonomy
- Ability to manage the unexpected and work under pressure

Please send your resume by email to Caroline Foisy at caroline.foisy@nbttfenb.ca by January 31, 2022.

*Only successful applicants will be contacted.