



Bilingual Executive Assistant

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 Executive Director and Deputy Executive Director of the organization.

Main Responsibilities

- Act as the primary point of contact for the Executive Director and the Deputy Executive Director
- Liaise with the NBTF Co-Presidents, Executive Committee and Board of Directors
- Post information on the NBTF website
- Ensure that administrative follow-up and deadlines are completed and respected
- Establish and maintain the filing systems (manual and computerized)
- Prepare various documents including reports, statistics, presentations and letters
- Translates documents in both official languages in New Brunswick
- Be responsible for the logistics of NBTF meetings (agenda, invitations, participant kits, room booking and equipment, etc.)
- Attend various committee meetings, record minutes and ensure necessary follow-ups are completed
- Write and review reports and correspondence in French and English
- Manage the agenda and correspondence for the Executive Director and Deputy Executive Director.

Requirements and Competencies

- Two (2) years of post-secondary education in secretarial, office management, or related discipline
- Have a minimum of three (3) years of experience in work related to this field
- Excellent knowledge of computers and MS Office software (Word, Outlook, PowerPoint and Excel)
- Ability to manage virtual meeting platforms (Teams, Zoom, etc.)
- Strong in both French and English (spoken and written)

Required qualities

- Respect for confidentiality and professional ethics
- Know how to prioritize
- Demonstrate autonomy
- Ability to manage the unexpected and work under pressure
- Excellent sense of initiative
- Strong organizational, planning and communication skills

Effective date: March 22, 2021

Annual salary: \$42,640 - \$56,576 (*based on experience*)

Please submit your application to Caroline Foisy at nbtff-fenb@nbtfffenb.ca by **March 11, 2021**.

*Only successful applicants will be contacted. This competition could be used to fill other available positions within the organization.