



Bilingual Receptionist

Reporting to the Executive Director of the New Brunswick Teachers' Federation (NBTF), the incumbent will be responsible for providing reception services for the New Brunswick Teachers' Federation building.

Main Responsibilities

- Receive, direct and relay calls, telephone and fax messages
- Greet, assist and direct visitors and the general public
- Receive and sort building mail
- Receive and deliver all deliveries for the NBTF building
- Order general supplies for the building
- Follow up with service providers
- Maintain and update the building's meeting room schedule
- Responsible for reservations (meals, hotel rooms, conferences for NBTF staff)
- Responsible for booking translation services for NBTF meetings
- Maintain paper files (scan and archive)

Requirements and Competencies

- Post-secondary education in secretarial, office management, or a related discipline.
- Have a minimum of 6 to 12 months' 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
- Demonstrate autonomy
- Excellent sense of initiative
- Strong organizational and communication skills

Effective date: March 22, 2021

Annual salary: \$39,858 – \$48,074 (*based on experience*)

Please submit your application to Caroline Foisy at nbtf-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.