



NEW BRUNSWICK INTERSCHOLASTIC ATHLETIC ASSOCIATION ASSOCIATION SPORTIVE INTERSCOLAIRE DU NOUVEAU-BRUNSWICK

JOB POSTING Administrative Assistant

About the New Brunswick Interscholastic Athletic Association (NBIAA)

The NBIAA is the governing body of high school sports, where we create, promote and facilitate positive sporting experiences in an educational environment in the province of New Brunswick. We are an association made up of 76 public and private member schools and offer 16 sporting activities to approximately 16,000 student-athletes. The NBIAA office is located in Fredericton, New Brunswick.

Job Objective

The Administrative Assistant reports to the Executive Director and to the Executive Committee and is responsible for the coordination and management of a variety of administrative functions for the association.

Responsibilities

- Maintains the financial records of the Association, which includes all account debits and credits, financial budget and year-end review.
- Coordinate meeting logistics and keeps accurate minutes to be circulated to all members.
- Types, proofreads and translates correspondence, forms and other documents.
- Responds to incoming requests, inquiries and correspondence from our members in an appropriate and professional manner.
- Handle telephone reception and perform several general office duties including, but not limited to; postage/shipping, filing and data entry.
- Assists in the distribution of regional to provincial packages and awards.
- Ability to communicate effectively with the Executive Director and to keep them informed of information that impacts the association, its members and its programs.
- Assists in the maintenance of the Association's website.
- Supports and assists the Executive Director in sports administration tasks and projects.
- Other administrative related duties as assigned.

Essential Qualifications

- Graduate of a recognized Business / Office Administration Program or equivalent.
- Minimum of two (2) years' experience in office administration.
- Excellent administrative, organizational and time management skills.
- Excellent verbal and written communication skills required in both English and French (Advanced +).
- Computer literacy and strong keyboarding skills.

Preferred Assets

- Technological competent in Microsoft Office and Sage Accounting Software.
- Detail oriented and works with a high degree of accuracy.
- Ability to multitask and prioritize in an environment with multiple deadlines and concurrent activities.
- Must be able to take initiative and to complete projects with limited supervision.

This position could be full-time or part-time starting as soon as possible, with a flexible work schedule. The salary range is between \$22 - \$28 per hour based on qualifications and experience. There is the opportunity for a 6-8 weeks' vacation, plus medical & dental benefits. NBIAA employees are not participants in the NB Government Pension System.

Qualified individuals must submit a concise cover letter and resume outlining salary expectations, employment experiences, educational qualifications and names of three work related references with telephone numbers to the **NBIAA – ASINB Executive Director by email: allyson.ouellette@gnb.ca** as soon as possible. Only candidates who have been selected for an interview will be contacted.