



New Brunswick
Teachers' Federation
Fédération des enseignants
du Nouveau-Brunswick

AVAILABLE POSITION

Administrative Assistant

Contract from January to June 2025

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 Deputy 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: \$30/h
- Start Date: January 6, 2025

Requirements and Competencies

- Good knowledge of the MS 365 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 laurence.fievet@nbtfenb.ca by **December 6, 2024**.

**Only successful applicants will be contacted.*