



Administrative Assistant – Job Overview

Our organization is looking for an Administrative Assistant to assist management with various office tasks while providing those services fully digital (paper less).

We are searching for a person who is skilled in administration support and willing to work with a diverse team. If you are a precise match for this position, then please do apply.

Responsibilities

- Manage the work process and allocate assignments to other regulatory employees.
- Provide assistance to train staff individuals and new employees.
- Implement and screen programs as coordinated by the administration and see the projects through to fulfillment.
- Respond to inquiries for all kinds of information related to the organization.
- Provide assistance with other administrative and clerical duties which include scanning, mailing, and copying to management.
- Coordinate and schedule appointments, meetings and travel arrangements for Managers.
- Respond to emails and answer phone calls as and when required.
- Maintain office policies and procedures.
- Supervise, organize and maintain files and databases in a confidential manner.
- Be able to understand modern cloud solution and be willing to work fully digital and paper less

Requirements

- Bachelor's degree in Business Administration or similar field.
- Proven 2-year experience of working as an Admin Assistant, Staff Assistant or similar role.
- Strong knowledge of office management procedures and systems.
- Expertise in efficient operation standard office equipment.
- Proficient with MS Office for example Excel, PowerPoint, and Word.
- Working knowledge of general bookkeeping and accounting skills.
- Ability to analyze and operate workplace practices to enhance productivity.
- Strong verbal and nonverbal communication skills.
- Good problem solver.
- Excellent time management skills.
- Strong organizational skills.
- Ability to multi-task and prioritize day to day tasks.
- Ability to work individually or in a team.
- Attention to detail.

Why Work with Us

- The opportunity to grow into an executive assistant or other roles within the company
- Networking among community leaders
- Experience working with startups
- Become a part a supportive community of entrepreneurs across industries
- Open minded and inclusive team

This internship is funded by the Government of Canada under its Digital Skills for Youth (DS4Y) program. DS4Y, an initiative from Innovation, Science and Economic Development Canada (ISED), provides an opportunity for youth to gain valuable training and work experience needed for today's digital economy.

For more information about the DS4Y program in New Brunswick, please visit <http://www.cybernb.ca/DS4Y>