



CITY OF BATHURST
150 rue St. George Street
Bathurst, New Brunswick
E2A 1B5

EMPLOYMENT OPPORTUNITY

The City of Bathurst is now accepting applications for the following position:

EXECUTIVE SECRETARY- HUMAN RESOURCES

Duties:

Reporting to the Human Resource Manager, the incumbent will perform administrative, clerical and secretarial work for the Human Resources department and affiliated staff. The incumbent will also be familiar with City policies and procedures, and must be able to maintain strict confidentiality and professionalism at all times. Acting as back-up for the Executive Secretary – Mayor/City Clerk department the incumbent must be able to maintain a provincial record keeping system. The successful individual must be able to work in a fast paced environment and multi-task while maintaining a high level of attention to accuracy and detail.

Schedule: 8:00 a.m. to 4:00 p.m., Monday to Friday, 35 hours per week

Salary: In accordance with the Management Salary Structure

Residency: As a member of the management group it is a requirement of employment that you reside within the city limits of Bathurst.

Required Qualifications:

Minimum qualifications include graduation from high school, supplemented by a recognized community college or university program in the area of secretarial studies with one to three years experience in a similar environment. (An equivalent combination of work experience and training may be considered). Extensive computer knowledge and word processing is required. Must have a high proficiency for new technologies. The ability to function (both written and spoken) in both official languages (English and French) is essential. We are seeking a highly motivated individual with excellent interpersonal and communication skills.

Interested and qualified candidates are invited to submit their resume (in confidence) no later than November 30, 2015 to:

Mr. Jamie DeGrace
Director of Human Resources
150 St. George Street
Bathurst, N. B.
E2A 1B5
Fax: (506) 548-0581
E-mail: city.humanresources@bathurst.ca

The City of Bathurst wishes to thank all those who will apply, however only those to be interviewed will be contacted.