

## **EMPLOYMENT OPPORTUNITY**

### **Regulatory Administrative Assistant Six Month Contractual Position**

The Newfoundland and Labrador Board of Commissioners of Public Utilities is seeking a Regulatory Administrative Assistant. This position will provide administrative support assistance to the Board members, the executive team and staff.

The successful applicant may be expected to:

- Create, format and edit correspondence and documents, including Board orders and contracts;
- Assist with Board proceedings, including public hearings;
- Review incoming correspondence, memos, submissions and reports to determine significance and plan distribution;
- Assist with maintaining various filing and records management systems;
- Assist with coding and classifying incoming and outgoing information for integration into the Board's electronic document management system while maintaining data integrity and performing quality assurance checks;
- Receive, screen and respond to phone calls, faxes and emails;
- Liaise with Board members, staff and external parties; and
- Compile data and prepare papers for Board members, executive and staff.

#### **Required education, skills and competencies**

- Completion of a post-secondary program in office administration, secretarial studies or related field with a minimum of five years of experience as an executive assistant/secretary or equivalent combination of education and experience.
- Strong working knowledge of commonly used business software including Microsoft Office applications (Outlook, Word, PowerPoint, and Excel) as well as Adobe.
- Demonstrated working experience with Content Manager, TRIM or a similar electronic document management system;
- Demonstrated proficiency in typing and proofreading.
- Strong organizational, planning, scheduling and time management skills.
- Ability to multi-task, make decisions and prioritize work.
- Excellent written and verbal communication skills.
- Good judgment, initiative, commitment to excellence and attention to detail.
- Ability to work independently within a team environment.

This contract is for six months with an option for the Board to extend beyond the initial six-month term.

Interested persons should forward their resume, along with a covering letter, outlining their interest and qualifications to Ms. Cheryl Blundon, Executive Director and Board Secretary, by email to [ito@pub.nl.ca](mailto:ito@pub.nl.ca) before **3:00 p.m., on Tuesday, April 4, 2023.**

Transcripts and names of three references will be required as part of the interview process.

Further information about the Board may be obtained from the Board's website, [www.pub.nl.ca](http://www.pub.nl.ca).

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***We thank all applicants for their interest; however, only those considered for an interview will be contacted.***