

EMPLOYMENT OPPORTUNITY – Halifax
Administrative Assistant, Term to Feb 28, 2018 and
Potential / Future Vacancies



About Us

By working to keep Nova Scotians safe, healthy, and on the job, and supporting them when their lives are impacted by workplace injury, WCB Nova Scotia is contributing to a better province. We provide workplace injury insurance to approximately 18,700 employers and 300,000 workers across the province. Our vision is a Nova Scotia safe and secure from workplace injury.

WCB Nova Scotia is consistently recognized as a top employer in Atlantic Canada and across Canada, including the national honour of being a Top 100 Employer and one of Canada's Most Admired Corporate Cultures.

About the Role

The WCB is seeking an Administrative Assistant to join its Large Workplaces team until February 28, 2018 as well as for potential future vacancies.

As the successful candidate, you will be the hub of the team, as we do our part to support and nurture Nova Scotia's workplace safety culture.



You have a can-do attitude, and teamwork is very natural to you. You have exceptional organizational skills, strong attention to detail, and skills in all current office-related software, especially Microsoft Office and Windows. You are a service-oriented, adaptable, results oriented individual with excellent communications skills.

In general, you are motivated at the idea of calling on your administrative professionalism to do what needs to be done. Your work will vary, and prioritization of tasks is an important skill that has served you well in your several years' experience. Day to day, your work will include things like managing calendars, assisting with events, overseeing administrative paperwork related to procurement and contracts, as well as recruitment.

You will be a key member of a busy Service Delivery team, as the WCB works with its partners in preventing workplace injury and supporting those whose lives workplace injury touches, championing timely and safe return to work.

As safety champions, all employees are responsible for following safe work procedures; using personal protective and safety equipment as required; knowing and complying with all regulations; reporting any illness or injury immediately to their manager; reporting unsafe acts and unsafe conditions; and cooperating with occupational health and safety initiatives. We are a scent reduced environment. WCB champions safety and promotes a diverse and respectful workplace.



As an ideal candidate, you possess:

- Graduation from an office administration or related program, **and**
- A minimum of two years' experience,
- Experience in an environment relevant to the position would be an asset.
- Fluency in French and experience speaking French in a work environment are assets.

We offer a competitive compensation package including a salary range of **\$36,895 - \$46,110**.

Please email your resume and cover letter as **one** document **with your name and the job title in the document title** (Microsoft Word format) to **hrdept@wcb.gov.ns.ca** by 4 pm, May 12, 2017.

In the **subject line** of your email, please quote competition number: **JV 49-17 EXT** in the position title.

We thank all candidates for their interest. Only those selected for interviews will be contacted.

Any offer of employment will be conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.

The WCB is an equal opportunity employer committed to supporting and developing our employees. Visit our website at www.wcb.ns.ca.