

EMPLOYMENT OPPORTUNITY – Halifax
Team Support
Current Term and Future Term/ Permanent Vacancies



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 safer, stronger province. We provide workplace injury insurance to approximately 18,800 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 a service-oriented, adaptable candidate to join its Central Services team on a term basis until March 30, 2018. We are also currently conducting anticipatory recruiting for future Team Support term and permanent vacancies.

As a Team Support, your role is critical to the smooth operation of routine administrative support services throughout the organization. Specific responsibilities of the Team Support term include: interacting with employers and other visitors to the WCB; keying payroll information; processing new account packages, registrations, and remittances for employers; filing, opening/sorting mail, recording and monitoring statistics; and requesting routine information for verification.



As safety champions, all WCB 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. WCB champions safety and promotes a diverse and respectful workplace. Please note that we are a scent reduced environment.

As an ideal candidate, you possess:

- Successful completion of an Office Administration or Business Administration program
- Minimum of one (1) year experience in a customer service environment
- Demonstrated experience working with computer software programs in a customer service environment



We offer a competitive compensation package, including a salary range of **\$34,332 - \$42,890**

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, June 28, 2017. In the **subject line** of your email, please quote competition number: **JV 53-17-CB Team Support**.

We thank all candidates for their interest, however only those selected for an interview 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. For more information, visit our website at www.wcb.ns.ca.