



## NEW BRUNSWICK INTERSCHOLASTIC ATHLETIC ASSOCIATION ASSOCIATION SPORTIVE INTERSCOLAIRE DU NOUVEAU-BRUNSWICK

### JOB POSTING Administrative Assistant

#### About the New Brunswick Interscholastic Athletic Association (NBIAA)

The NBIAA is the governing body of high school sports, where we create, promote and facilitate positive sporting experiences in an educational environment in the province of New Brunswick. We are a association made up of 75 public and private member schools and offer 16 sporting activities to approximately 16,000 student-athletes. The NBIAA office is located in Fredericton, New Brunswick.

#### Job Objective

The Administrative Assistant reports to the Executive Director and to the Executive Committee and is responsible for the coordination and management of a variety of administrative functions for the association.

#### Responsibilities

- Maintains the financial records of the Association, which includes all account debits and credits, financial budget and year-end review.
- Coordinate meeting logistics and keeps accurate minutes to be circulated to all members.
- Types, proofreads and translates correspondence, forms and other documents.
- Responds to incoming requests, inquiries and correspondence from our members in an appropriate and professional manner.
- Coordinate the purchasing and distribution of awards and publications.
- Ability to communicate effectively with the Executive Director and to keep them informed of information that impacts the association, its members and its programs.
- Assists in the maintenance of the Association's website.
- Supports and assists the Executive Director in sports administration tasks and projects.
- Other administrative related duties as assigned.

#### Essential Qualifications

- Graduate of a recognized Business / Office Administration Program or equivalent.
- Minimum of two (2) years' experience in office administration.
- Excellent administrative, organizational and time management skills.
- Excellent verbal and written communication skills in both English and French (Advanced +).
- Computer literacy and strong keyboarding skills.

#### Preferred Assets

- Technological competent in Microsoft Office, Sage Accounting Software and social media platforms.
- Detail oriented and works with a high degree of accuracy.
- Ability to multitask and prioritize in an environment with multiple deadlines and concurrent activities.
- Must be able to take initiative and to complete projects with limited supervision.

This is a full-time position starting September 1, 2021 with a work schedule of 40 hours per week and is located in Fredericton, NB. Competitive salary range based on qualifications and experience, 6-8 weeks' vacation, plus medical & dental benefits. NBIAA employees are not participants in the NB Government Pension System.

Qualified individuals must submit a concise cover letter and resume outlining salary expectations, employment experiences, educational qualifications and names of three work related references with telephone numbers to the **NBIAA – ASINB Executive Director by email: [nbiasa@gnb.ca](mailto:nbiaa@gnb.ca)** no later than **July 9, 2021**. Only candidates who have been selected for an interview will be contacted.