

Administrative Assistant Engineering & Operations

CUPE Local 1709 Salary Scale
(Step H: \$2,309.14-\$2,523.26 plus benefit spending allowance)

Description:

Reporting to the Director of Engineering & Operations or designate this position is responsible for administrative responsibilities and/or duties within the Engineering & Operations Administration group. The position works closely with all facets of the Department by supporting the Director, management, and the E&O Admin group. The incumbent works closely with the Director of Engineering & Operations, Capital Planning Analyst, and Supervisor of Administration. This position is responsible for coordinating and planning with the Director of E&O, e-mails and telephone calls associated with the Department, general information, inquiries, and service concerns. The position assists with preparing and monitoring budgets, budgetary control and monitoring monthly cashflows and variance reports. The position will spend time assembling information, analyzing, and preparing correspondence for the department, journal entries, invoices, and working on 3rd party claim submissions. Administrative responsibilities in preparation of work procedures, departmental reports, administrative reports, and presentations.

The incumbent must be able to work independently and exercise tact, judgment, and discretion. The incumbent must also effectively work in a team environment with staff and representatives from other departments and divisions. The incumbent must also exercise discretion and confidentiality in handling sensitive information. To be successful, you must be well organized to meet deadlines, take initiative, and effectively work with others.

Position Specifications

- Receive requests for services from internal departments, processing and transmitting information and instructions, dispatching information internally to staff and the departmental management team.
- Prepare reports, letters, and documents for the department on a when and required basis.
- Ability to work independently or in a team environment having a personal commitment and attitude to positively contribute to the operation.
- Retrieve, analyze, and interpret cashflows, variance analysis, purchase orders, journal entries, requisitions, etc.
- Record keeping, filing, compiling information, reporting on information, etc. (Electronically and paper based)
- Creating work procedures and coordinating administrative needs.
- Track, create reports, etc., in the Avery Weigh-Tronix Scale system.

Education and Experience:

Secondary education from a technical school, college, or university in Business Accounting, or Office Management. An equivalent combination of training, education and experience may be considered.

Knowledge and Desired Skills:

- The ideal candidate will possess knowledge of working in a government operations environment and the ability to adapt to a changing environment; establish and maintain effective working relationships; work independently and within a team environment.
- Excellent, oral, and written communications along with strong customer service skills.
- Planning and Organization – possesses organizational skills for planning and prioritizing work to achieve maximum efficiency.
- Customer Focus – ability to work with outside agencies, internal customers and public during performance of duties.
- Thorough knowledge of modern office practices, procedures and equipment including Microsoft Word, Excel, Outlook, and other Windows driven programs.
- Communicate effectively and tactfully with municipal staff and elected officials by telephone and in-person.
- Knowledge of financial systems (example; Oracle)
- Budgetary, Accounting background and skills.
- Ability to prioritize work in a fast-paced environment to meet goals, objectives and timelines established by the division.

Interested individuals may apply in writing to hr@fredericton.ca by 4:30 pm on June 14, 2024
Only those candidates chosen for an interview will be contacted.

Internal / External

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