

**JOB OFFER — Administrative assistant**  
**Part-time: Monday to Friday—8:15 a.m. to 12:00 p.m.**

Under the supervision of the Assistant Executive Director, the successful candidate will be responsible for providing administrative support to the staff of the Kent Regional Services Commission.

**Tasks and responsibilities**

- Directing incoming calls and/or taking messages,
- Greeting customers,
- Taking payments, issuing receipts,
- Filing certain documents, and
- Any other tasks assigned by his/her supervisor.

**Working conditions**

- Working hours:
  - Monday to Friday from 8:15 a.m. to 12 p.m.
  - The selected candidate may be asked to work some full days (8:15 a.m. to 4:30 p.m.) during busier periods, when replacing a day off or vacations.
- Workplace: CSR Kent, 104–1 Irving Blvd. Bouctouche, N.B.
- Salary: \$18/hr
- Benefits:
  - Accumulating vacation days + time off during the Holidays
  - Sick days
- Starting date: As soon as possible

**Qualifications**

- High school diploma.
- Post-secondary education in secretarial, office management or another related field is an asset.
- Experience in an administrative field is an asset.
- Experience working with the public.
- Ability to speak and write in both official languages of New Brunswick (mandatory).
- Strong communication skills (oral and written).
- Proficiency in Microsoft Office or similar software.
- Excellent organizational skills.

Anyone interested in this position can send their resume by email to [info@csrkc.ca](mailto:info@csrkc.ca) and put in the subject line “Job Offer—Admin Assistant”.

Applications will be accepted until **Sunday, September 12th at 11:59 p.m.**

Only successful applicants will be contacted for an interview.