



Bilingual Administrative Assistant
(\$34,060 - \$51,740)

The Maritime Provinces Higher Education Commission is seeking a **Bilingual Administrative Assistant** to complete its team. Reporting to the Chief Executive Officer, the Administrative Assistant provides support to the Chief Executive Officer and the staff of the MPHEC. The Administrative Assistant is called upon to develop an appreciation and understanding of the importance of matters on the Commission's agenda. The Administrative Assistant ensures an accurate and timely flow of information. The Administrative Assistant often works independently and at times under pressure.

The successful candidate will have a college-level diploma in secretarial sciences, or equivalent, and at least 5 years experience at a similar level. The ideal candidate will be perfectly bilingual (English and French) in both oral and written communications and very well organized. Knowledge of the main software programs used in office technology is essential, as is the ability to adapt to new ones. The successful candidate will have a positive attitude, excellent interpersonal skills, be detail-oriented and demonstrate a high degree of autonomy and initiative. The successful candidate will be able to set priorities while adapting quickly to shifting requirements, and demonstrate an ability to deal with sensitive or confidential issues.

Candidates must demonstrate in their cover letter how they have acquired the skills and qualifications for this position and their curriculum vitae should be in chronological order specifying education and employment in months and years. The Commission offers an excellent compensation package, commensurate with experience; the higher salary levels would require supervisory experience.

Applications must be forwarded quoting Competition No: 10-ADM-01 to: Competition No: 10-ADM-01, Maritime Provinces Higher Education Commission, 401-82 Westmorland Street, P.O. Box 6000, Fredericton, NB E3B 5H1, by fax to (506) 453-2106 or by email at mphec@mphec.ca.

Consideration of applications will begin May 10, 2010, and continue until a suitable candidate has been hired.