

New Brunswick Association of Dietitians

Administrative Assistant Contract Position available

About Us:

The New Brunswick Association of Dietitians is a dedicated organization committed to promoting and supporting the highest standards of dietetic practice. We aim to enhance the health and well-being of our community through leadership, advocacy, and education.

Job Description:

Under the direction and oversight of the Executive Director, we are seeking a highly organized, independent and proactive Administrative Assistant to join our team. The ideal candidate will maintain financial records, provide administrative support, manage registrations, and maintain the website for the New Brunswick Association of Dietitians and its committees. This role involves handling various administrative tasks, offering support to our executive team, and assisting in the day-to-day activities of the association.

**The Administrative Assistant will also provide bilingual functions for the association and therefore must be fluent in both English and French languages.*

Key Responsibilities:

- Operational Planning and Management/Administration
- Financial Planning and Management
- Registration & Renewal
- Communications

Qualifications:

- Administrative Professional diploma or degree
- Proven experience as an administrative assistant or in a similar role is a plus
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software
- Strong organizational and time-management skills
- Excellent verbal and written communication skills.
- Ability to multitask and prioritize tasks effectively.
- High level of professionalism and attention to detail.
- Ability to work independently and as part of a team.
- Bookkeeping Experience
- Knowledge of regulatory environments is an asset.

Why Join Us?

- Tele-working: This is a remote position which allows the incumbent to work from home.
- Flexible Hours Monday to Friday between 7:00am-6:00pm
- Vacation Benefits
- Competitive salary
- All necessary equipment to perform the duties of this position will be provided to the incumbent by NBAD
- Travel expenses (meals and mileage) and other expenses incurred in the performance of their duties, will be covered by NBAD

Location: Remote (work from home; a quiet workspace is preferred)

Salary: Reflective of experience between \$22-\$26/hr

Hours: 32 hours/week (Monday to Friday) with some occasional quarterly evening Board of Director meetings and 1 weekend in-person meeting

Anticipated Start Date: September 9, 2024.

Closing Date: August 16, 2024.

How to Apply:

Please forward your cover letter and resume to registrar@adnb-nbad.com no later than **August 16, 2024**. Please note that this job will remain active until a suitable candidate has been found. We will be holding interviews at any time before this date. Only candidates legally authorized to work in Canada will be considered.

New Brunswick Association of Dietitians

Email: registrar@adnb-nbad.com

Fax: 506-386-5903

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

New Brunswick Association of Dietitians is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.