



P.O. Box 3269, Station B, Fredericton, NB E3A 5H1
tel: (506) 454-6124 / e-mail: nbscett@nbscett.nb.ca / website: www.nbscett.nb.ca

The New Brunswick Society of Certified Engineering Technicians and Technologists (NBSCETT) is seeking an bilingual Administrative Assistant to join our team. Reporting to the Executive Director, the Administrative Assistant is responsible for a variety of administrative duties and serve as NBSCETT's front line person on the phones.

This individual is expected to support and participate with the team -based environment. This is a remote full time position with benefits and all computer equipment will be provided. Work hours are Monday – Friday, 8:30 am – 4:30 pm. Salary is commensurate with qualifications and experience. This individual will be located in Fredericton or close by.

Responsibilities

- Answer busy phone lines. Answer or refer inquiries, takes messages and communicate them to the appropriate people.
- Manage an email account, answer or refer inquired and communicate them to the appropriate people. Maintain directories and contact list.
- Process membership applications (for college students, Technology Graduated In Training, Associates, and certification).
- Process membership transfers (in and out of province); reinstatements, retired requests, etc.
- Working one on one with applicants to help them complete certification process.
- Draft, review, retrieve, and send large file for Certification Board reviews.
- Working closely with our Registrar to prepare for Certification Board reviews.
- Working closely with Council on as needed basis.
- Send the PPLE (Professional Practice, Law & Ethics) exam to applicants and correct these exams.
- Prepare and produce wall Certificates, receipts, letters.
- Prepared outgoing packages for mailing.
- Working closely with members, providing them with documents as needed.
- Maintaining yearly records of member's information.
- Maintaining and updating information in the database and in the roster.
- Organize, scan and upload members digital files in the filing system.
- Placing orders as needed and maintain equipment.



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- Collects revenues and processing receipt from payment for members over the phone and processing payments using a debit/credit card machine. Maintaining the payment machine.
- Will be responsible to attend meetings as required, most will be evening zoom meetings approximately 4-5 a year, and approximately 2 full day Saturday meetings twice a year.
- Minute taking during meetings and typing up and presenting minutes to Executive Director after meetings.
- Ensure compliance with By-Laws and regulations.
- Preparing documents and reports as required.

Qualifications

- High school diploma along with completion of relevant post-secondary program.
- Experience with the programs Word, Excel, gmail, outlook, google drive, adobe. Keyboard and typing skills.
- Strong organizational skills and attention to detail.
- A positive, professional, and welcoming presentation to the public.
- Strong oral and written communication skills in both English and French. Strong active listening skills.
- Ability to multi-task, comfortable in a fast-paced environment.
- Strong interpersonal skills, relate easily to people of various backgrounds and personalities.
- Must have valid driver's license and own transportation.
- Able to keep ongoing and working files in order.

Closing date for the position is February 19, 2025.

Please send your resume via email to jennifer.lawson@nbscett.nb.ca Please include all completed education certificates and three references along with your resume.