



**Fundy Regional
Service Commission**

Commission de Services
Régionaux de Fundy

Operations Administrator

The Fundy Regional Service Commission is searching for an Operations Administrator to join our team in Saint John, NB. The Commission includes (5) Municipalities and (9) Local Services Districts who participate in regional initiatives that include solid waste, planning, recreation, policing and emergency measures.

Core responsibilities for the role will include transcribing minutes for meetings and processing/maintaining all daily operational information including invoices, paperwork and other transactions. In addition, the Operations Administrator will be the recording secretary for the Commission Board and be a member of the frontline for public inquires and responses.

Our ideal candidate will be a quick learner, highly organized, accurate, detailed, and have an eye for continuous improvement of the administration system to support operations performance. A clerical level education in administration combined with applicable experience would be preferred. Considering the nature of the work, a demonstrated proficiency in the Microsoft Suite or similar will be required. Familiarity with other software functions such as website updates will be considered assets. The candidate must have an assertive and pleasant demeanor with internal/external clients and be able to work in a small team environment within a public, office and industrial setting. A demonstrated proficiency in both official languages will be required.

The position will be full time with a competitive salary and benefits. Transitional training will be provided to the successful candidate. We pride ourselves in a positive work-life balance combined with an engaged and responsive environment.

Applications must be submitted by email to: hotline@fundyrecycles.com

Subject Line: "Operations Administrator"

No telephone inquiries please.

All applications must be **received** by Noon (AST), Tuesday, December 19, 2017

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