



Receptionist
1 year contract
Administrative Services - Level 3
(\$1,472 to \$1,785 bi-weekly)
Open Competition
Fredericton

Proactive • Professional • Accountable • Client Focused

Opportunities NB (ONB) is New Brunswick's lead business development corporation working with companies inside and outside the province to drive economic growth and job creation in the province. A nimble, results-driven and client-centric organization, ONB is a Crown Corporation, strategically led by a private sector Board of Directors, made up of business leaders from New Brunswick companies and academia. ONB believes strongly in the future of New Brunswick and since its inception on April 1, 2015, has successfully been the catalyst for competitive and innovative economic growth and job creation for the benefit of New Brunswick today and for generations to come.

Recognized as one of Canada's Most Admired Corporate Cultures since 2018 and recognized as one of Atlantic Canada's Top Employers for seven consecutive years, from 2017 - 2023, and recognized with a 2022 Employers of Diversity award from Atlantic Business Magazine, ONB is seeking an individual to join its team as a Receptionist. Join a dynamic team of business professionals who are passionate about growing New Brunswick's economy, are committed to giving back to the community, and value making a difference.

Love where you work. Love what you do. Come work for us.

Who are you?

- You have a high school diploma, supplemented by the successful completion of a one-year post-secondary diploma in office administration or a related field, a minimum of three (3) years related experience. An equivalent combination of education, training and experience will be considered
- You are proficient in using Microsoft Office tools
- You have experience in transcribing meeting minutes
- You have knowledge of Salesforce
- You understand the role of an economic development agency in growing the province's economy
- You are a recognized professional with a high degree of integrity and accountability
- You are comfortable and effective working with executives, external stakeholders, clients and all levels of the organization
- You focus on attention to detail, organization skills and ability to prioritize deliverables
- You thrive on successfully meeting deadlines and producing results and are at your best when you are challenged and engaged
- You recognize that sometimes simple solutions are best and small touches go a long way

- You enjoy collaborating with a dynamic team and are continuously seeking ways to add value
- You value recognition, giving back to the community and camaraderie with your colleagues
- You work hard and are fun to have around

As a Receptionist at ONB, you will:

- Report to the Office Manager
- Be the face of the organization, on the phone and in-person for all clients and visitors
- Triage external and internal requests to connect inquiries to appropriate resources within ONB and ONB's partners
- Perform administrative duties for the Senior Leadership Team and provide backup to other administrative roles within ONB
- Transcribe minutes for meetings
- Coordinate translation requests and courier services
- Act as the ONB Correspondence Coordinator by logging incoming correspondence requests and liaising with correspondence coordinators from other government departments
- Manage catering requests, delivery and pick up
- Provide travel support to teams
- Provide host/hostess duties for planned client and partner meetings including signage, seating, and IT requirements
- Support and troubleshoot boardroom IT needs and maintain boardrooms to ensure they are meeting ready
- Manage opening and/or closing of the office
- Other duties as required.

Language:

Written and spoken competence in English and French is required. ***Please state your language capability.***

Location and Hours:

This position is located in Fredericton, NB with occasional work beyond regular business hours (8:15-4:30).

What can ONB offer you?

- Comprehensive benefits package which includes paid vacation, Health and Dental Plan, Life Insurance, and the Public Service Shared Risk Pension Plan
- Career growth, development and continuous learning opportunities
- Opportunity to be involved in ONB events that give back to our community
- Positive and inclusive work culture

How to apply?

- Candidates are required to demonstrate on their applications how, when, and where they have acquired the qualifications and skills required for this position
- Resumes should be in chronological order specifying the beginning and end dates in month and year format for all completed education and employment including part-time and full-time employment
- ***Please ensure that preferred language for assessment is identified on your resume***

Apply on-line at www.ere.gnb.ca, by email to humanresources@onbcanada.ca, or by mail to the address below by **November 16, 2023** indicating **ONB-23-18**.

Place 2000
ONB Employee Experience
4th floor, 250 King Street
Fredericton, NB E3B 9M9

We thank all those who apply however only those selected for further consideration will be contacted.
This competition may be used to fill future vacancies at the same level