



**Administrative Assistant
People & Culture
Administrative Services – Level 3
(\$1,625 – \$1,944 biweekly)
Open Competition
Fredericton**

Professionalism • Integrity • Excellence

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.

ONB has been recognized as one of Canada's Most Admired Corporate Cultures in 2025, named one of Atlantic Canada's Top Employers for nine consecutive years (2017–2025), and received Atlantic Business Magazine's Employers of Diversity award (2022). We are seeking an Administrative Assistant to join our People & Culture team. If you are passionate about growing New Brunswick's economy, giving back to the community, and making a meaningful impact, we encourage you to apply.

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. ****An equivalent combination of education, training and experience may be considered****
- You are proficient in using Microsoft Office tools and SharePoint
- You have experience in transcribing meeting minutes
- You have experience working with Salesforce and/or other CRM platforms
- 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 enjoy collaborating with a dynamic team and are continuously seeking ways to add value

As an Administrative Assistant at ONB, you will:

- Report to the Facilities 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 the Executive Secretary for the CEO
- Transcribe minutes for meetings
- Coordinate translation requests, courier services, and catering requests
- Act as the ONB Correspondence Coordinator by logging incoming correspondence requests and liaising with correspondence coordinators from other government departments
- Provide host/hostess duties for planned client and partner meetings including signage, seating, and IT requirements
- Provide support to the Culture Manager on Culture Team initiatives, ONB Portal, internal events and employee engagement initiatives
- Support on Letters of Offers and Amendment Letters for ONB's Business Growth team
- Support and troubleshoot boardroom IT needs and maintain boardrooms to ensure they are meeting ready
- Other duties as required.

Language:

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

Location and hours:

This one position is located in **Fredericton** with occasional work beyond regular business hours (8:15 a.m. - 4:30 p.m.).

What can ONB offer you?

- Comprehensive benefits package which includes paid vacation, Health and Dental Plan, Life Insurance, Long-Term Disability Plan 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 **April 24, 2026** indicating competition number: **ONB-26-04**.

Place 2000
ONB People & Culture
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.