Executive Assistant to CEO
Pay Band 2-3
($49,972 – $76,232 per annum)
Open Competition
Fredericton, NB

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 Executive Assistant for the CEO to join our 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 post-secondary education and minimum of five years of progressively responsible related work experience. **An equivalent combination of education, training, and experience may be considered**
- You have proven experience managing projects and meeting deadlines
- You enjoy working with others, possess excellent interpersonal skills, written and verbal communication skills
- You have strong technical skills and are proficient in Microsoft Office Suite
- You can affect change by proactively contributing fresh ideas and innovative solutions
- You possess strong organizational skills, attention to detail and can prioritize deliverables
- You value recognition, giving back to the community and comradery with your colleagues

As an Executive Assistant to the CEO, you will:

- Manage the CEO's schedule and calendar (prioritize, validate, coordinate)
- Prepare notes and additional supporting information prior to meetings
- Liaise daily with the Minister's Office and ONB Senior Leadership Team

- Liaise with senior officials within other government offices, both provincial and federal, as well as stakeholders and private officials
- Coordinate domestic and international travel
- Manage expenses, Senior Leadership Team meetings, correspondence and files
- Provide back-up support for the Senior Leadership Team, Minister's Office and ONB Reception

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

Location and hours:
The position is located in **Fredericton.** The successful candidate is required to occasionally work beyond normal 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, 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 6, 2026** indicating competition number: **ONB-26-20.**

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.