

Career Opportunity - Administrative Assistant for Miramichi Transit

Reports to: Transit Manager or designate

Description: Performs a variety of secretarial and clerical duties to provide necessary support to the Transit Manager.

Work is performed under the general supervision of the Transit Manager or designate.

Position Summary

- Communicates with the public
- Monitors telephone calls and e-mail, screens visitors and schedules appointments
- Maintains a records management and filing system including daily bus fares, route data collection, and daily inspection reports
- Types correspondence and various documents
- Budget analysis including tracking of expenditures and assisting in preparation of annual budget
- Prepares invoices for processing, handles consignments, remittances and bank reconciliations, and assists with payroll
- Attends, records and prepares minutes of meetings as required
- Experience in Simply Accounting
- Assists in the co-ordination of special projects/promotions and various events
- Operates office equipment and uses computer software necessary to carry out the required duties
- Other duties as required

Education and Experience

Required is a Grade 12 education, supplemented by commercial courses from a recognized university or community college or an equivalent combination of work experience and training.

Interested applicants may submit a resume outlining qualifications and references by email to: manager@miratransit.com or the following address on or before March 23 by 4 p.m.

Miramichi Public Transit Commission
Administrative Assistant
94 General Manson Way, Suite 155
Miramichi, N.B.
E1N 6K8