

**TERM EMPLOYMENT OPPORTUNITY**  
**1-Year Term**

**Administrative Assistant**  
***Sydney, Nova Scotia***

## About the Workers' Compensation Board of Nova Scotia

Workers' Compensation Board (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

## About the Role

The WCB Nova Scotia is seeking an Administrative Assistant at our Sydney location, who can look onto a broad array of responsibilities that contribute to the overall departmental goal which involves working in partnership with senior executives in the organization, providing department-wide services, and to ensure smooth and efficient day-to-day operations. Reporting to the Manager, Return to Work, the Administrative Assistant will be responsible for providing administrative support including a broad range of administrative and project management services.

The position will be responsible for the following:

- Maintain attendance records and records management, including paper and electronic copies of records in a central filing system.
- Accountable for procurement needs (process invoices, process accounts, purchase of goods and services).
- Coordinate with various departments, mainly IT/HR on documentation of new hire/personal leaving.
- Schedule and book meetings, meeting rooms, organize offsite meetings or events occasionally when required.
- Maintaining
- Prepare and distribute meeting agendas and minutes.
- Prepare monthly progress reports.
- Use of MS Word (mail merge), MS Excel, MS PowerPoint to prepare presentations, documents, when required.
- Access to sensitive and/or confidential information.

## Your Experience & Skills

- Graduation from an office administration or related program.
- A minimum of two years' experience.
- Experience in an environment relevant to the position would be an asset, as would experience working in a team or team-like environment.

**We offer a competitive compensation package ranging from \$45,182 - \$56,476.**

## Application Details

Please email your resume and cover letter to [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca) by **4pm on April 18, 2025**. In the subject line of your email, please quote the competition number: JV 75-25 EXT Administrative Assistant.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews. *Please note:* WCB is required to check all employment references before presenting an offer to the successful candidate.

## Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do-attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

## Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner.

To request accommodation, please contact the Human Resource team by email at [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca). All information received will be kept confidential.

To learn more about WCB Nova Scotia, visit [www.wcb.ns.ca](http://www.wcb.ns.ca) or connect with us on [LinkedIn](#).