



## TERM EMPLOYMENT OPPORTUNITY

**Team Support – Corporate Operational Resources**  
**Halifax Nova Scotia**

### About the Workers' Compensation Board of Nova Scotia

The Workers' Compensation Board of Nova Scotia (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

Reporting to the Manager, Corporate Operational Resources, the Team Support CORE will be providing a broad range of administrative and clerical support to various departments to ensure the smooth and efficient day-to-day operations.

In this role, you will be greeting and directing visitors to the appropriate person, notifying employees of their arrival, answering phone calls, and where required advising visitors of relevant WCB policies. Furthermore, you will also be responsible for documenting management, filing of maintenance work orders, maintaining different binders such as MSDS and Dangerous goods binders, along with this you will also be responsible for issuing Photo IDs as required, maintain tracking sheets, and ensure organizational updates to the policies and procedures in Admin Manual are captured and updated. This role also revolves around providing administrative support to procurement, Facilities, and PPS and ensuring all contractors are up to date on mandatory requirements.

### As an ideal candidate:

You will possess a successful completion of an Office Administration or Business Administration program plus a minimum of one year experience working in customer service environment. You are proficient

with office software such as, MS Word, Outlook, Excel, PowerPoint, and various types of office equipment.

We offer a competitive compensation package including a salary range of \$45,182 to \$56,476.

## Application Details

Please email your resume and cover letter as **one** document **with your name and the job title in the document title** (Microsoft Word format) to [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca) by **4 pm on April 26, 2024**. In the **subject line** of your email, please quote competition number: **JV 58-24 EXT Team Support -CORE**.

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

WCB embraces a culture of belonging in the workplace. No matter who you are, where you're from, how you think, what you believe in, or who you love, we welcome your application. We all come from different backgrounds and different walks of life, bringing in unique perspectives and experiences. We encourage applications from 2SLGBTQ+, Black, Indigenous and People of Colour (BIPOC), women, newcomers to Canada, and people with disabilities. WCB Nova Scotia is an equal opportunity employer committed to supporting and developing our employees. Visit our website at [www.wcb.ns.ca](http://www.wcb.ns.ca).



WCB Nova Scotia champions safety and promotes a diverse and respectful workplace. We are a scent and allergen reduced environment.