



**Newfoundland and Labrador Association of Fire Services
Administrative Assistant
1 Full Time Position
Based in St. John's Area**

Competition

The Newfoundland and Labrador Association of Fire Services is currently accepting applications for a full time Administrative Assistant within the Newfoundland and Labrador Association of Fire Services. The NL Association of Fire Services is an equal opportunity employer.

Position Overview

This position will conduct office administrative duties for the Newfoundland and Labrador Association of Fire Services under the direction of the president and the board of the association. The successful applicant must be a dynamic self-motivated individual who can work independently from an office space with limited supervision.

Duties and Responsibilities

- Should possess excellent written and oral communication skills.
- Have experience with using Simply Accounting, Microsoft Office, experience with excel and access is essential.
- Should have a minimum of 2 years' experience volunteer staff.
- The successful candidate must have the flexibility to work outside of regular hours when requested for conference calls and meetings.
- This is a position where travel maybe required; applicants must hold a valid driver's license and have a reliable vehicle.
- Should have knowledge and experience preparing financial reports, preparing statistical data, developing power point presentations and preparing budgets.
- The successful candidate should have a minimum of 2 years' experience with payroll remittance and CRA required documents.
- Knowledge of the NL fire service, NL municipalities act, NL OH&S act and regulations as well as fire department / emergency services administration would be a definite asset.
- Knowledge and experience in strategic planning of conventions, training events, public meetings, projects and business sessions is a requirement for this position.
- Knowledge of web site administration using CMS module, social media, and communications systems would be essential to this position.
- Completion of a business management degree would be a definite asset to this position.
- Experience on the Fire Service will be an asset to this position.
- This position is a 40-hour work week Monday to Friday.

Interested and qualified applications are invited to submit their resume and cover letter on or before Friday, February 15, 2019 to the attention of:

**Human Resource Committee
Newfoundland & Labrador Association of Fire Services
Email: region3director@nlfireservices.com**

Please note: The Newfoundland & Labrador appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.