



This moment brought to you by
MARINE ATLANTIC

At Marine Atlantic, we need people like you to create moments like this.

Confidential Administrative Assistant - Health Safety and Environment

At Marine Atlantic, we do so much more than get people from point A to point B. Whether it's reunions, long-awaited trips home, or the start of a new adventure, we bring people together. We couldn't bring people together every day without our own dedicated employees. Our employees embody our core values; they are diverse, safety-oriented team players who exhibit integrity and commitment, and always strive for excellence. Their understanding and commitment to our values make our employees an invaluable part of our organization.

Marine Atlantic is currently looking for a **Confidential Administrative Assistant – Health Safety and Environment** to work with our Health, Safety and Environment (HSE) department located in Port aux Basques, NL.

Marine Atlantic is committed to a diverse, equitable and inclusive workplace. Preference may be given to members of the following under-represented groups: women, Indigenous Peoples, persons with disabilities, visible minorities and 2SLGBTQIA+ community members. If you are a member of one or more of these groups, please state to which group(s) you identify in your application.

Reporting to the Director HSE, the Confidential Administrative Assistant is responsible for supporting the day-to-day business activities of the HSE Department.



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marineatlantic.ca/hiringnow

The HSE Department is responsible for the development and promotion of health, safety, and environmental protection programs throughout the organization. The HSE Department provides high-level advice, guidance and information concerning health, safety, and environmental protection.

If you have a positive, proactive, can-do attitude with excellent customer service skills and you are capable of handling multiple priorities and adapting to changing demands while maintaining great attention to detail then we look forward to receiving your application.

Additional Key Areas of Responsibility

- Greet visitors, clients, and callers – determines the nature of their business; answer their inquiries; provide information; take messages; and direct them to the appropriate person(s) or place(s)
- Provide administrative support to management and staff
- Administer confidential information
- Manage HSE Director correspondence and schedules
- Compose minutes of meetings, manage action items, and distribute in a timely fashion
- Coordinate and support Policy Safety Committee, and other meetings as required
- Update departmental Management Manuals, Intranet and external publications
- Make travel arrangements, organize meetings, and make catering arrangements
- Maintain inventory of office supplies, order supplies as required and arrange for servicing of office equipment
- Process accounts payable
- Prepare Work Orders and Material Reservations/Purchase Requisitions
- Provide assistance with preparation and reconciliation of budgets
- Work diligently, to promote a physically and psychologically safe working environment, that is diverse, accessible, inclusive and equitable.
- Assist in the accomplishment of company objectives by performing other related duties as required.



What qualifications do I need to be considered for this opportunity?

Education

High School or GED

AND

Office Administration or Secretarial Degree/Diploma from a recognized post-secondary institution

OR

A combination of equivalent education, job-related training, and work experience in a related position.

Qualifications

- Minimum 5 years of administrative experience in a related position
- Minimum typing speed of 50 wpm
- Proficient in the use of Microsoft Office Suite Applications: Word, Excel, PowerPoint, and Outlook
- Extensive work experience in an executive and confidential environment
- Demonstrated professionalism and discretion
- Excellent verbal and written communication skills
- Proficient research and analytical skills
- Strong interpersonal skills and the ability to build effective relationships
- Ability to meet challenging deadlines
- Superior organizational skills, including the ability to handle multiple case files simultaneously while maintaining a high level of quality
- Experience in working with budgets

Asset Qualifications

- Bilingual in both Official Languages (English and French)

Please note: Candidates must successfully pass a typing test (requirements of at least 50 wpm), keyboarding testing and Microsoft Office testing.



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Why work for the Marine Atlantic team?

As part of the Marine Atlantic team, you will participate in a variety of ongoing training programs and development opportunities to navigate your career and chart your course for success. We provide a positive and inclusive work culture that is dedicated to creating an environment which promotes employee growth, career development, and job satisfaction. Some benefits of working with Marine Atlantic include competitive salaries, defined benefit pension plan, comprehensive health benefit packages, and professional development opportunities. Come experience the pride of working with an organization with newly constructed and revitalized infrastructure that has positioned itself for the future.

How do I become a part of the team?

If you meet the listed qualifications, are interested in this opportunity and exemplify our core values, please apply online before **4 pm (Atlantic Time) on 22 March 2022**.

All applicants must apply online:

www.marineatlantic.ca/hiringnow

Please note

Marine Atlantic recognizes the importance of vaccination to reduce the risk of spreading COVID-19 while continuing to provide an essential service to the province of Newfoundland and Labrador. All employees are required to follow Marine Atlantic Covid-19 protocols. As mandated by the Government of Canada, all employees, including new hires, are required to be fully vaccinated for COVID-19, unless a reasonable accommodation is requested and authorized based on one of the prohibited grounds of discrimination as defined by the Canadian Human Rights Act. As part of the recruitment process, proof of vaccination for COVID-19 will be required or the necessary documentation to provide an approved accommodation.

Additional Information

Marine Atlantic is a Federal Crown Corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

At Marine Atlantic, we are dedicated to building and fostering an inclusive and diverse environment, where all employees and customers feel welcomed, valued, and respected.



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Marine Atlantic invites applications from all qualified candidates and hires on the basis of merit. We are committed to the principles of equitable employment for all and strongly encourage applications from women, Indigenous Peoples, persons with disabilities, visible minorities and 2SLGBTQIA+ community members. If you are a member of one or more of these groups, please state to which group(s) you identify in your cover letter, resume or application.

To receive this job poster in an alternative format or to discuss alternate ways of completing the online application, please contact the Marine Atlantic Human Resources Department, in confidence, at recruiting@marine-atlantic.ca.

We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you need to be accommodated during any phase of the evaluation process, contact the Marine Atlantic Human Resources Department, in confidence, at recruiting@marine-atlantic.ca.

