



**Administrative Assistant  
Maritime Lumber Bureau**

If you are a proven team player with good communication and organizational skills, then you may be the right person for this position.

We are seeking a candidate with a background and working knowledge of MSWord and MS Excel, as well as experience in secretarial duties which is necessary for overall function of the required administrative activities at the Maritime Lumber Bureau in Amherst, Nova Scotia.

The successful candidate will have responsibility for ensuring day to day administrative duties are carried out in an effective, efficient manner and to provide support to MLB management and employees. Other duties will include (but are not limited to) answering and directing phone calls, scheduling appointments, report preparation, data entry, meeting planning and taking detailed minutes.

Applicants may apply via e-mail to [employment@mlb.ca](mailto:employment@mlb.ca). The subject of the e-mail must read **"Application – Admin Assistant MLB."** All responses are confidential. Only applicants selected for an interview will be contacted.

**Deadline for applicants: July 26, 2019.**