Administrative Assistant (Halifax - 1 full-time position)
Competition # Tribunal 03-26

PLEASE NOTE THIS IS NOT A CIVIL SERVICE OPPORTUNITY

This opportunity supports the work of the Nova Scotia Energy Board and the Nova Scotia Regulatory and Appeals Board. The boards are operating divisions of the Nova Scotia Energy and Regulatory Boards Tribunal. More information on the Tribunal and boards can be found nserbt.ca.

We are looking for a highly skilled and experienced Administrative Assistant to join our team. Using your strong organizational, communication, and computer skills, you will provide administrative support to board members and professional staff. You are detail-oriented and enjoy working in a team-focused environment. You are an organized self-starter with the ability to work independently to prioritize tasks within tight deadlines. To effectively interact with board members, staff, and stakeholders you must have effective communication and interpersonal skills (verbal and written).

Responsibilities include, but are not limited to, the following:

- Accurately prepare a wide variety of routine and complex documents.
- Compile and maintain hearing-related files.
- Schedule and coordinate meetings, appointments, and conference calls; make travel arrangements and coordinate itineraries.
- Assist with arranging hearings and related meetings.
- File, retrieve, and circulate documents.
- Transcribe dictations/sound files.
- Answer telephone calls, take messages, and exercise initiative in directing and assisting callers.
- Provide back-up and support to fellow administrative assistants.
- Provide reception relief as needed.
- Perform Hearing Assistant duties as needed.

This may be the right opportunity for you if you have the following skills and experience:

- Post-secondary diploma or certificate in Business Administration or Paralegal Services.
- Minimum 5 years of post-graduation experience - preferably in a professional legal environment.
- Advanced skills with MS Office and Adobe products. In particular, Outlook, Word, Excel, and Teams.
- Exceptional transcription, grammar and proofreading skills.
- High degree of attention to detail and sensitivity to confidential and sensitive materials required.
- Perform online legal research for case law, statutory references, etc., as required.
- Must have a “can do”, results focused attitude and be a proactive problem-solver.
- Ability to exercise tact, discretion and sound judgement.

- Ability and willingness to learn new programs and program updates.
- Working conditions may include irregular hours therefore the ability to be flexible and adapt to change is required.
- Fluency in written and oral French would be an asset.

An acceptable combination of education and experience may be considered. Please clearly indicate in your resume or cover letter how you meet the qualifications and requirements for this position.

Salary Range: $57,666.18 to $72,082.66 annually (depending on qualifications and experience). In addition, the Tribunal offers a comprehensive benefits package.

An offer of employment is conditional upon the satisfactory results of reference checks, criminal background checks, and verification of your credentials.

The closing date for applications is **4:30 pm, November 16, 2026**. Applications received after the closing date will not be considered.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. All applicants who are members of an employment equity group are encouraged to self-identify. As a designated public institution under the French-language Services Regulations, the Tribunal encourages members of the Acadian and francophone community to consider applying for these positions.

Comme institution publique désignée en vertu de la Loi sur les services en français, la Commission de l'énergie de la Nouvelle-Écosse et la Commission de réglementation et d'appels de la Nouvelle-Écosse encourage les membres de la communauté acadienne et francophone à soumettre leur candidature.

Applicants can be submitted by any of:

1. Online through the Province of Nova Scotia employment opportunities site: Province of Nova Scotia All Opportunities
2. Replying by email submission are asked to merge their cover letter and resume into one file. Send merged document to Darlene.Durant@novascotia.ca. Please ensure the email subject line reads as: **Administrative Assistant Tribunal 03-26.**
3. For those applying by regular mail or delivery please quote the competition number and job title in the cover letter and clearly mark the envelope PRIVATE & CONFIDENTIAL. Applications being submitted by regular mail should be sent to:

   Human Resources Officer
   Nova Scotia Energy and Regulatory Boards Tribunal
   1601 Lower Water
   Street
   P.O. Box 1692, Unit "M"
   Halifax, NS B3J 3S3

We thank all applicants for their interest however, only those selected for an interview will be contacted.