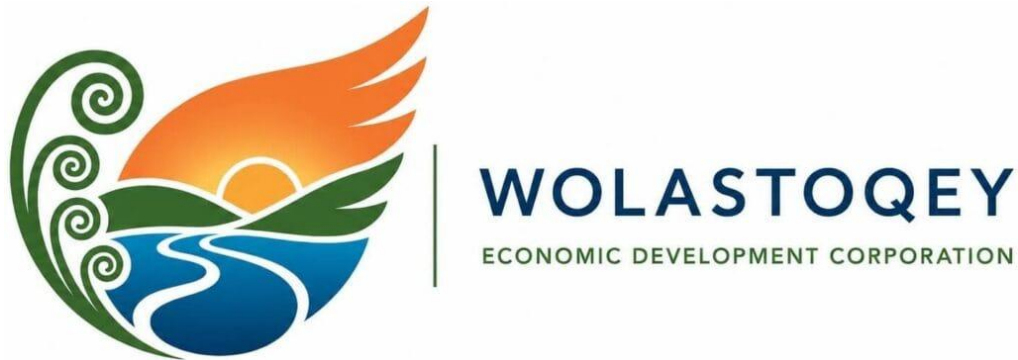




Office Administrator
Wolastoqey Economic Development Corporation

Are you looking to help build something new and exciting? The Wolastoqey Economic Development Corporation (WEDCo) is a new corporation supporting the Nation wealth of the six Wolastoqey Communities.

WEDCo is dedicated to fostering long-term prosperity for Wolastoqey communities through economic development, while rooted in our values and culture. For more information visit www.wedc.net.

Responsibilities include:

- Become and remain aware of community issues and resources as well as WEDCo files.
- Support communications between senior management and stakeholders, government, and partners.

Office Administration:

- Provide general administrative support;
- Support coordination of meetings - booking spaces, coordinating schedules, sharing agendas, taking and sharing minutes;
- Printing materials as needed;
- Supporting information sharing during corporate audits;
- Coordinate Safety Committee meetings;
- Plan and coordinate office services such as equipment, supplies, forms, disposal of assets, maintenance and security services;
- Support the coordination of office space;
- Source nutritional snacks for the office
- Conduct research, as required;
- Collaborating with upcoming WEDCo projects, planning, and equipment management;
- Other duties that may be assigned.

Desirable Attributes, Skills and Experience

- Strong verbal and written communication skills;
- Experience interacting with Community members, including leadership and business owners;
- Knowledge and understanding of Wolastoqey culture and communities;
- Excellent computer literacy skills;
- Strong organizational abilities;
- Effective interpersonal skills, ability to problem solve, use good judgement and work independently, as well as in a team;
- Awareness/sensitivity to all types of issues related to membership diversity;
- Flexibility and ability to adapt creatively in a variety of situations;
- College diploma /certificate in a related field and/or equivalent relevant experience is considered an asset

Remuneration is commensurate with qualifications and experience.

Wolastoqey Economic Development Corporation offers competitive salaries and benefits to employees. The working location is in Kingsclear, New Brunswick.

Applications (Resume and cover letter) should be submitted in confidence via email, with the subject line "WEDCo Office Admin" to careers@wedc.net or via [indeed.com](https://www.indeed.com). Resumes will be reviewed as they arrive. This position remains open until filled.

Note: Personal suitability will also be considered during the hiring process.