

# DEPARTMENTAL ASSISTANT (Temporary)

**ST. JOHN'S – CLOSING DATE: February 21, 2021**

COMPETITION NUMBER: NPJP-2021-32152

## Are you ready to explore an exciting career in a fast-paced, high-performance environment?

If you are seeking a challenging and rewarding career with room for continuing advancement and a competitive compensation package, have we got an opportunity for you! We are looking for a highly motivated team player with a strong commitment to safety and customer service, an excellent work ethic, and effective interpersonal skills.

As a valued member of our Regulatory team, your primary responsibilities will include: providing administrative assistance for the Regulatory and Executive teams; designing reports and presentations; maintaining a document management system and coordinating document control processes; and performing other related duties, as required.

Your qualifications include a two-year Office Administration Certificate, or an equivalent combination of education and experience. You are an expert user of Microsoft Word, with knowledge of PowerPoint and Excel.

You have excellent oral and written communication skills, a strong ability to multi-task and a desire to work in a fast-paced and exciting environment.

Apply online at [newfoundlandpower.com/en/About/Careers/Career-Opportunities](http://newfoundlandpower.com/en/About/Careers/Career-Opportunities).

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



**WHENEVER. WHEREVER.  
We'll be there.**

NEWFOUNDLAND  
**POWER**  
A FORTIS COMPANY