

Part Time Administrative Assistant Opportunity

Nova Scotia Government Retired Employees Association (NSGREA) requires the services of an experienced Administrative Assistant, 9 hours a week to carry out day-to-day administrative duties at the office located in Lower Sackville, Nova Scotia.

The NSGREA Administrative Assistant is responsible for the smooth and efficient day-to-day operations in the office by maintaining the membership database, maintaining office supplies and equipment, managing emails, including mass emails and serving as a point of contact for the Association. This position also supports the Provincial Executive and the Regional Presidents. In addition; the Administrative Assistant may contribute to the development of office policies.

Key responsibilities

- Maintain a well-organized and efficient office environment.
- Work effectively in a team environment with Office Assistant and Provincial Executive members.
- Maintain positive relationships with members, Provincial Executive, Regional Presidents and others through a customer service orientation.
- Manage the membership database of 3200 (Access),
- Maintain supplies, and equipment, including coordinating maintenance and IT support as needed.
- Maintain confidentiality with all written and verbal interactions within the office.
- Assist the Membership Secretary with logistics for the Annual Convention
- Assist with orienting new employees and volunteers
- Maintain database on calls and inquiries,
- Assisting in the handling of questions or complaints.
- Function as a primary point of contact for internal and external communications from members and prospective members.

- Other duties as required.

Required skills and qualifications.

- High school diploma or equivalent; a degree in Business Administration or a related field is an asset.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational, time management, and multitasking abilities.
- Excellent written and verbal communication skills.
- Strong attention to detail and critical thinking skills.
- Ability to maintain confidentiality.
- Familiarity with NSGEU and NSGREA an asset

**Submit resume by December 12, 2025. Submit to NSGREA 477 Cobequid Rd.
Unit 2, Lower Sackville, NS, B4C 4E9, Or via email to office@nsgrea.ca**