



Nova Scotia/Nunavut Command
The Royal Canadian Legion

61 Gloria McCluskey Avenue
Dartmouth, Nova Scotia B3B 2Z3

Tel: 902-429-4090
Fax: 902-429-7481
Email: info@ns.legion.ca

ns.legion.ca

All Branch Mail Out #23 - 2019

Date: March 28, 2019

To: NS/NU Command Branches
NS/NU Zone Commanders
NS/NU Executive Council
NS/NU Past Presidents
NS/NU Command Staff

From: Valerie Mitchell-Veinotte
Executive Director
NS/NU Command, RCL

Subject: RCL NS/NU Command Job Posting

Message: Comrades: Please be advised that NS/NU Command has an opening for the position of Administrative Assistant. Anticipated start date is May 21 2019.

The position will become vacant by the end of June when Comrade Colleen Longmire will be leaving NS/NU Command. Comrade Colleen will be working with us in a limited capacity until that time. I am sure you all join me in thanking Colleen for her work with NS/NU Command and in wishing her all the best in her future endeavors.

Please disseminate the attached job posting as widely as possible.

**NOVA SCOTIA/NUNAVUT COMMAND
THE ROYAL CANADIAN LEGION**

Job Posting

Position: Administrative Assistant

Reports to: Executive Director

Job Summary:

This position is the first point of contact within NS/NU Command responding to e-mail, telephone and counter enquires and disseminating information appropriately. With superior organizational skill responsibilities include all general administrative duties, some inter-office clerical support as well as secretarial support to various committees; maintenance of electronic and hard file system, generation of correspondence, reports and booklets in a timely manner, assistance with planning of meetings and conventions all with great attention to detail.

Description:

Answer telephone, email, fax and front counter queries
Preparation of letters, reports, correspondence, document merging and manipulation
Data entry
Recording and transcription of meeting minutes
Secretarial support to assigned Standing Committees
Filing
Mass mailings
Adherence to deadlines
Maintain confidentiality
Flexibility and excellent time management skills required
Occasional assistance with order filling, light shipping and receiving
Shared minor updating of website (training provided)
Pleasant demeanour
Flexibility to work additional hours occasionally
Other duties as assigned by the Command Executive Director

Qualifications:

Diploma in Business or Office Administration combined with a minimum of 3 years of relevant experience.
Working knowledge of general office equipment including postage and courier.
Excellent verbal and written skills. Training specific to the office will be provided. Willingness to support the values and growth of The Royal Canadian Legion. Legion background an asset.

Working Conditions:

Experienced, professional staff working in support of the goals and objectives determined by the Executive Council of Nova Scotia/Nunavut Command of The Royal Canadian Legion.

Nova Scotia/Nunavut Command offers competitive salaries, matched RRSP, paid sick time and paid time off over the December Holiday Season. Regular hours are 6.5 daily, M-F 8:30-12:00 and 1:00-4:00pm.

Apply:

By forwarding cover letter and resume **as pdf attachment with your name in the subject line** by e-mail to info@ns.legion.ca. Application deadline 8:30 am April 22 2019. **Applications submitted other than as specified will not be considered.** No phone calls please; Only candidates selected for interview will be contacted.