



VISION:
A city that inspires

MISSION:
Working together to
enhance the quality of
life for all residents

VALUES:
Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

EXECUTIVE ASSISTANT – CONTRACT (LEAVE COVERAGE) UP TO 12 MONTHS

Human Resources - Job # C614

CLOSING DATE: MAY 28, 2026

JOB SUMMARY:

The City of Moncton is currently accepting applications for an Executive Assistant - Contract position with the Human Resources Department based on a 35-hour workweek.

This is a non-union position accountable to provide administrative support services for the Human Resources Department in the areas of recruitment, payroll, labour relations, health and safety. The successful candidate will be responsible for maintaining records and providing administrative duties for the HR Department, as well as answering inquiries from the general public and other departments as may be required.

This position reports directly to the Manager, Employee Relations and Talent Development.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

EDUCATION:

- Post-secondary education from an accredited institution where office skills were acquired.

EXPERIENCE:

- Three (3) or more years of experience in performing similar or related duties.
- Experience in human resources is a definite asset.

LANGUAGE:

- The ability to function fluently in both official languages (English and French) is a requirement. As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher.

KNOWLEDGE, SKILLS & QUALIFICATIONS:

- Organizational skills to manage multiple assignments that are accurate and thorough, sometimes of a complex nature or involving competing priorities.
- Above-average interpersonal skills and organizational ability.
- Knowledge in basic accounting principles would be an asset.
- Strong computer proficiency of Microsoft Office Suite (Outlook, Excel, Word and PowerPoint).
- Must have the ability to work independently without direct supervision and prioritize tasks to be completed.
- Must have the ability to work in an extremely busy environment and can prioritize workloads and deadlines while multitasking.

CONDITIONS OF WORK:

- Must be available to work Monday to Friday 8:30 am to 4:30pm.
- Work is carried out in an open office environment, must be able to keep focus and be mindful of the work setting.