



Administrative Assistant

We are currently seeking an **Administrative Assistant** to join our team in **Fredericton, NB**.

Position Summary:

The Administrative Assistant's primary role is to perform all payroll-related tasks and to support the Regional Director with administrative tasks such as data entry, data maintenance and data reporting, as well as tasks as needed to support the administrative needs of the Fredericton region which includes the administrative needs of the HR Coordinator and Clinical Teams.

The hours of work for this position are Monday – Friday between 8:00-5:00 pm, but can vary depending on needs.

The ideal candidate will:

- Follow the company's policies and procedures; living our core values
- Communicate respectfully and professionally with families, community partners and colleagues
- Demonstrate a willingness and openness to learning. Are receptive to feedback and implementing suggestions
- Be highly organized, professional and are dedicated to making a positive impact by supporting our teams who work with preschool children with autism spectrum disorder

Accountabilities include, but are not limited to:

- Supporting all aspects of payroll and coordinating with our Provincial Payroll Administrator
- Data entry, data maintenance and data reports – using systems such as Excel, ADP and Practice Perfect
- Supporting file management of new intakes
- Uploading client documents into client files. Supporting management of client files.
- Quarterly filing and data consolidation
- Reception desk coverage as needed (i.e., breaks, end of day, etc.)
- Other administrative tasks as needed

Qualifications and Requirements:

The ideal candidate will have:

- Post-secondary or community college education, with 2+ years of administrative experience
- Bilingual; excellent oral and written communication skills in both official languages is an asset (English and French)
- High level of professionalism and confidentiality
- Strong knowledge and experience with Microsoft Office, ADP, payroll software and comfortable with technology
- Strong attention to detail, and organizational skills

Corporate Office
358 King Street, Suite 302
Fredericton, NB
E3B 1E3
506 455 0285



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358 Rue King, Suite 302
Fredericton, N-B
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- Strong interpersonal skills
- Ability to take initiative and work independently, and as part of a team
- Be willing to complete a criminal record check, vulnerable sector check and Social Development prior contact check within the past five years
- Valid Driver's license and access to a vehicle as travel may occasionally be required
- Experience in a fast-paced office environment
- Experience with phone and reception duties is an asset

We Offer:

- Competitive salary
- Comprehensive group benefits
- Vacation and personal leave
- Employment Assistance Program

Our Team:

VIVA Therapeutic Services was founded by Danielle Pelletier in 2005, to provide preschool aged children with autism spectrum disorder and their families with high quality, evidence-based services. At VIVA, our programs are dedicated to providing quality therapy and making every teaching moment count. As a result of our programs' success, we have gained our government's confidence in our contracted services and currently serve over 600 families across the province of New Brunswick.

For more information about our services, please visit: <https://www.vivanb.ca/>

Interested applicants are invited to send a cover letter and resume to: Madan.Khan-Thakuri@vivanb.ca
Application deadline: December 6, 2024

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