

**City of Fredericton  
Transit Administrative Assistant**

The City of Fredericton is a growing, busy, and lively city that cares about its residents. We'd love you to be part of our team! Our employees deliver services to those who live, work, and play here in Fredericton. It's now easier than ever to apply for a job at the City with our online application tool. Join us as we continuously seek new ways to improve and inspire at the City of Fredericton.

## **Transit Administrative Assistant**

### **What You'll Do:**

Join the Team at Fredericton Transit! With many new and exciting innovations in recent years, be a part of a growing team, that provides one of the most important city services.

### **Top Responsibilities:**

- Perform general office duties including filing, data entry, photocopying and documents preparation.
- Maintain organized digital and physical filing systems
- Assist in meeting preparation and meeting minutes
- Assist in the preparation of reports
- Monitor and respond to inquiries about our service;
- Use your computer skills to help make improvements – Microsoft Suite
- Assist with the fare media sales program;
- Assist in ongoing administrative and organizational projects
- Other duties as required.

### **Your Qualifications:**

Fredericton Transit is seeking a college or university student to fulfil this full-time position for May 1 – September 1.

- Organized and high attention to detail
- A positive attitude and an eagerness to learn are essential.
- Fluency in both NB official languages is **preferred**
- A valid driver's license.
- Customer service experience is an asset.

### **All About the Fit:**

Doing this job well requires a dedicated, resourceful, flexible, and committed individual. Many tasks require attention to detail and the ability to concentrate in a busy environment. While there are tasks that will be located inside climate-controlled environments, being outside or travelling on the bus may be a component of the position.

<b>WORK STATUS:</b> Full-time April 27 through August	<b>HOURS OF WORK:</b> Daytime work with the occasional late evening or early morning required to conduct surveys.
<b>SALARY:</b> Starting at \$18/hour	<b>WORK LOCATION:</b> Fredericton Transit, 470 Saint Mary's Street
<b>CLOSING DATE:</b> Applications will be received up to <b>March 13, 2026</b> While we thank all of those who apply, only applicants selected for an interview will be contacted.	

**Please note:** In certain circumstances, some of our interviews may be virtual. Be sure to preplan your technology, work background and wardrobe to wow us when we meet.

