

SECRETARY (BILINGUAL)

📍 BATHURST HEAD OFFICE

Roy Consultants, an innovative company that supports employment equity and that is committed to community development, is seeking applications to fill a full-time **secretary (bilingual)** position at its Head Office located in Bathurst.

Roy Consultants employs nearly 80 professionals in New Brunswick, and provides a wide range of services in mechanical, electrical, structural, municipal, transportation, environmental and geotechnical engineering. Serving a large clientele from public works, government services, municipalities and the private sector, Roy Consultants is involved in the building, civil infrastructure, heavy industry as well as environment, soil and material markets. For more information on our firm, [click here](#).

EMPLOYMENT OPPORTUNITY



WHAT WE OFFER

- The opportunity to contribute to the work of a team of designers and site staff who work mainly in the development of engineering projects;
- A work environment created by a team of committed professionals in a collaborative atmosphere that will allow you to reach your full potential through a multitude of projects;
- A flexible corporate spirit adapted to the needs of employees in a professional framework.

SKILLS REQUIRED

- Proficient in Microsoft Office 365® suite;
- Strong communication skills, both oral and written, in both official languages. This position requires a higher level of **English language proficiency**;
- Good organizational skills and an ability to manage priorities within tight deadlines;
- The ability to efficiently perform high-quality work despite frequent interruptions;
- The ability to achieve professional autonomy in an active work environment;
- Sincere team spirit, a real sense of responsibility and an understanding of professional ethics;
- Ease of adaptation to various situations, willingness to overcome challenges and understanding of the industry's reality.

JOB DESCRIPTION

- Review and edit writings (spelling, grammar, vocabulary, format);
- Participate in customer reception and liaise with professionals and stakeholders of the firm;
- Perform word processing and data entry;
- Translate various technical and scientific texts;
- Print and edit documents;
- Participate in production and management of marketing communications;
- Provide administrative support to the firm's professionals;
- Ensure filing, preservation and conservation of documents;
- Share day-to-day tasks related to the firm's activities with existing staff.

SPECIFIC HIRING CRITERIA

- Hold a post-secondary diploma from a recognized program in a related field;
- Possess four years of related work experience with increasing responsibilities;
- The equivalent in education, training and experience could be considered.

All persons interested in applying for this employment opportunity are asked to send their curriculum vitae to



✉ jobs.emplois@royconsultants.ca