Office of the Auditor General

5161 George Street
Royal Centre, Suite 400
Halifax, Nova Scotia, B3J 1M7

Senior Administrative Coordinator, Executive Leadership Team
Permanent | Halifax, NS

Our goal is to build a diverse workforce that reflects the citizens we serve. The Office of the Auditor General has an Employment Equity Policy and welcomes applications from Aboriginal Peoples, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities, and Women in occupations or positions where they are under-represented. If you belong to one of these groups, we encourage you to self-identify in your cover letter or resume.

About Us

The Office of the Auditor General serves the Nova Scotia House of Assembly and the people of Nova Scotia. Our vision is to be a relevant, valued and independent audit office serving the public interest as the House of Assembly's primary source of assurance on government performance. The Office accomplishes this through the conduct of financial and performance audits of government departments and agencies, as well as entities which receive funding from the government. With approximately 40 dedicated professionals, we pride ourselves on promoting excellence, integrity, and a supportive workplace. For more information, please visit www.oag-ns.ca.

The Opportunity

We're seeking an experienced, proactive **Senior Administrative Coordinator** to provide critical executive-level support to our Executive Leadership Team (ELT). In this trusted role, you'll help keep the Auditor General, Deputy Auditor General, and senior leaders operating at their best by coordinating complex schedules, managing the flow of confidential information, and serving as a key link between our Office and senior officials across government and beyond.

The work is steady and detail-driven. You'll manage calendars, coordinate meetings, keep correspondence and reports moving, and make sure the office runs smoothly day-to-day. Some periods are busier than others. This role suits someone who finds satisfaction in consistent, well-run processes and takes pride in getting the details right.

If you thrive in a professional environment where your judgment, discretion, and initiative are valued, this is your opportunity to make a meaningful impact behind the scenes.

What You'll Do

- Provide high-level administrative support to the Auditor General, Deputy Auditor General, and senior leadership, including managing complex calendars, coordinating meetings, preparing agendas, taking minutes, and ensuring timely follow-up on action items.
- Act as a liaison with senior officials across government, legislative committees, and professional associations.
- Draft, proofread, and format confidential correspondence, reports, and official publications.
- Coordinate the design, layout, and production of Auditor General reports to the House of Assembly and Public Accounts Committee.
- Develop and maintain procedures, guides, and administrative workflows that keep the Office running smoothly.

- Anticipate information needs, manage sensitive records, and ensure secure handling of confidential materials.
- Coordinate select recurring items for the Human Resources Director: ergonomic assessment scheduling, new employee orientation scheduling, and years of service certificates production.
- Enter data across the employee life cycle in SAP: onboarding, position changes, offboarding, annual salary increases, time entry, and self-service account setup.
- Plan and coordinate office-wide activities and special projects, including staff days, training sessions organized by the Office, regional conferences and other Office-hosted events.
- Provide backup to the Administrative Assistant and coordinate office logistics as needed.

What You Bring

- Proven experience providing senior-level administrative support, ideally in professional services, government, or public sector settings.
- Exceptional organizational skills with the ability to manage competing priorities and tight deadlines.
- Excellent judgment, discretion, and commitment to confidentiality and political neutrality.
- Strong writing, proofreading, and document production skills with a keen eye for detail.
- Proficiency with MS Office (Outlook, Word, Excel, PowerPoint) and the confidence to learn new technologies and tools.
- Comfort liaising with senior officials and representing the Office professionally.
- Initiative, flexibility, and confidence to solve problems independently.
- Proficiency with SAP is an asset.
- Experience creating data visualizations and infographics and an understanding of design principles and techniques is an asset.

Why Join Us?

This is more than an administrative job. It's an opportunity to work alongside dedicated professionals, support the Office's important mandate, and play a key role in how we serve the people of Nova Scotia. We offer a comprehensive benefits package, professional development opportunities, and a healthy work-life balance through flexible working hours, a Flex Friday program, and other supports to help employees thrive.

CLASSIFICATION: EC 7

SALARY RANGE: $63,433 - $79,291 annually

An offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.

How to apply

Closing date: October 6, 2026

To apply for this position, please email your cover letter and resume as a one PDF document to Eva.Lechpammer@novascotia.ca.

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