



Employment Opportunity

Executive Assistant (Mayor/CAO) – Administration Department

WORK WITH US

Bridgewater is a thriving town of more than 8,800 people, nestled in the heart of the historic LaHave River Valley. Known as the “Main Street of the South Shore,” Bridgewater offers numerous services and amenities to its citizens and the Lunenburg County region. Over the past decade, the Town of Bridgewater has emerged as an international leader in sustainability and energy transition planning and programming.

The Town of Bridgewater is a progressive employer, offering flexible work schedules, a work environment that promotes a team atmosphere, opportunities for professional growth and development, and a competitive compensation package. Our work environment, coupled the quality of life offered by Nova Scotia’s South Shore make us an amazing place to live, work, and grow.

The Town of Bridgewater is committed to offering equal employment opportunities based on qualifications and performance, and free from discrimination because of age, race or ethnic origin, religion, sex, sexual orientation, disability, family status, gender identity, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code. At the Town of Bridgewater, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [Human Resources](#)

ABOUT THE ROLE

Under the direction of the CAO provides confidential administrative support to the CAO, Deputy CAO, and Mayor. The Executive Assistant performs the duties of the Returning Officer for Municipal and School Board elections and is the staff lead on the organizational records management program.

Required Qualifications:

Education:

- Diploma from a recognized post-secondary institution in business and/or office administration, or other related field preferred.

- A combination of relevant education and experience may also be considered.

Experience:

- Three years of related experience, including experience performing confidential administrative support in an executive office.
- Municipal or public sector experience is considered an asset.

Essential Knowledge, Skills, and Qualities:

- Excellent communication skills (both verbal and written), concise grammatical skills, excellent proofreading ability, strong administrative and organizational skills.
- Working knowledge of Records Management principles and software.
- Excellent computer skills, with experience in Office 365 environment.
- Knowledge of the Municipal Elections act is an asset.
- Knowledge of FOIPOP processes and Privacy Legislation is an asset.
- Must be self-motivated, and able to work with minimal supervision.

View the full job description at www.bridgewater.ca

TERMS OF EMPLOYMENT

- This position operates out of the Town Hall main office.
- Regular hours are Monday to Friday 8:30 am to 4:30 pm (35 hours per week). This position requires occasional attendance at evening meetings of Council and is compensated as per the Meeting Pay Policy.
- Salary: \$54,034 - 69,794 (Group 3)

SUBMISSION DETAILS

Interested individuals should forward a resume, cover letter. Submission should be sent in confidence to:

Ashley Chase, Human Resources Officer

employment@mjsb.ca

Competition# TOB EXASST_2023

Deadline to apply: June 23, 2023