



Employment Opportunity

Administrative Clerk – Corporate Services Permanent Full-time, Salary level 3 \$50,000 – \$63,000

The County of Annapolis is currently seeking an Administrative Clerk to join our Corporate Services team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

Reporting to the director of Corporate Services, the Administrative Clerk shall be responsible for providing administrative support to the Director of Corporate Services and other designated staff within the department. They act as the main staff resource person for the Corporate Services office as it relates to records management; coordinate / advocate occupational health and safety activities; assist with meeting preparation and support including acting as recording secretary for related committees (minutes); coordinate preparation and retention of bylaws and policies; undertakes research; coordinate training, workshops, and educational sessions for service group staff and members of the Joint Occupational Health and Safety Committee (JOSHC); assists the Director with administration of the Municipality's Freedom of Information and Protection of Privacy (FOIPOP); and carries out other duties and responsibilities as may be assigned from time to time.

Qualifications:

Candidates for this position must possess a degree, diploma or certificate in business administration or administrative management or a suitable equivalent combination of educational requirements and lived experiences appropriate to the position. The candidate must have a minimum of three (3) years' experience working in a public sector organization, with preference given to those whose experience is directly or indirectly working with a municipal or provincial government organization. Previous experience and familiarity with occupational health and safety would be considered an asset.

A complete Job description can be found on our website: www.AnnapolisCounty.ca

This employment competition will remain open until the position is filled

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Applications will not be accepted via Social Media (Facebook)

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

www.AnnapolisCounty.ca

