



EMPLOYMENT OPPORTUNITY

MUNICIPALITY OF THE DISTRICT OF SHELBURNE EXECUTIVE ASSISTANT - ADMINISTRATION

Municipality of the District of Shelburne is seeking applications for the full-time, unionized position of Executive Assistant - Administration. This position works from the Municipal Administration Building, located at 414 Woodlawn Drive, Shelburne, NS.

The Executive Assistant position assists with the day-to-day operations of the Municipality as well as administrative and executive support for the Administration Team and the Office of the Warden and Council.

The complete list of duties, skills and qualifications can be found on our website at www.municipalityofshelburne.ca.

The annual salary scale for this position is \$47,996 - \$53,134, dependent upon qualifications and experience.

This is an internal and external posting. Resumes with cover letters will be accepted until 12:00 pm on Monday, March 4, 2024.

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