

ADMINISTRATIVE ASSISTANT - FULL TIME

Town of Lunenburg, Nova Scotia

Located on Nova Scotia's beautiful South Shore, the Town of Lunenburg is a diverse and vibrant community of +2300 year-round residents with numerous seasonal residents. Lunenburg is a coastal town offering a multitude of cultural and recreational opportunities, which supports a quality of lifestyle and is within a short driving distance of Halifax Stanfield International Airport.

Lunenburg maintains a diverse balance of initiatives that focus on community environment and development providing quality municipal services to the community, is a priority. Lunenburg Town Council and staff are committed to ensuring residents, business owners and visitors fully enjoy the best of Lunenburg, a UNESCO World Heritage Site.

This "in office" role will support the Mayor, Chief Administrative Officer, Town Clerk, and all Town Departments. It is important that this role recognize they are a public servant and must always use utmost respect when dealing with other employees, the public and Council.

RESPONSIBILITIES:

- Assist with document creation and manipulation in Microsoft Word, Excel, and Adobe Acrobat, Town Suite
- Prepare, edit, and proofread correspondence, presentations, reports, and related material
- Coordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to appropriate person or department
- Record and prepare minutes of Council meetings, when required
- Arrange travel schedules and make reservations
- May compile data statistics and other information to support research activities
- May supervise and train staff in procedures and in use of current software
- Attend Training courses and seminars as required
- Permit and Application intake, tracking and distribution

PHYSICAL DEMANDS:

- Sitting
- Making repetitive motion
- Stairs

KNOWLEDGE:

- Knowledge of general office practice and procedures
- Proficiency in Microsoft Word, Excel, and Adobe Acrobat, Town Suite
- Knowledge of filing and management software
- Exceptionally well organized and able to work effectively with minimal guidance and supervision
- Ability to exercise mature judgement regarding confidential and sensitive information
- Well developed communication, discretion, and public relations skills
- Flexible and able to prioritize work in a demanding environment, working to deadlines

WHAT YOU POSSESS:

- Completion post-secondary certification in a recognized secretarial/administrative assistant or office administration program
- Minimum of 3 years administrative experience at a senior management level with preference given to those with municipal experience
- Class C First Aid -CPR an asset

WE OFFER:

A competitive Salary with Benefit and Pension Plan

CLOSING DATE: December 20, 2024

Please submit your cover letter and resume in confidence to:

Email: hr@townoflunenburg.ca

With "ADMINISTRATIVE ASSISTANT" in the subject line

We Thank, all candidates for your interest, only those selected for an interview will be contacted

All Candidates must be legally eligible to work in Canada

The Town of Lunenburg is committed to the fundamental principles of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights Act and Accessibility Act