



Administrative Assistant

Reporting to the Director of Planning & Development and the Director of Parks, Recreation, & Culture, this position provides administrative support for two departments and to members of the public, including reception services. The position responds to public inquiries by phone, email, and in-person, and performs office management duties including financial administration and record-keeping. The position also provides support for regularly occurring events for both departments, including Volunteer Recognition and the Design Awards.

Qualifications:

- Completion of two (2) year community college level certificate or diploma related to administrative support services
- Minimum of one (1) year in an office environment, reception role, or administrative role, municipal experience an asset
- Advanced skills in Microsoft Office suite.
- Familiarity with SAP an asset
- Demonstrated experience in providing excellent customer service
- Strong written and verbal communication skills
- Thorough understanding of working with confidential information
- Strong project management skills with the ability to operate within tight timelines and budgets
- Self-starter with excellent organizational and time management skills to meet the challenges of a busy work environment

For a complete job description and information on how to apply, visit easthants.ca/employment

Salary Range: \$41,009 -\$51,261

Deadline to apply: March 10, 2023

If you require an accommodation to assist in the application process, please contact Human Resources at jobs@easthants.ca or (902) 883-6216.