



The **Municipality of East Hants** is an employer of choice offering diverse career growth, modern facilities, a fun and innovative continuous improvement culture and a Flexible Work policy to promote work-life balance. The main Municipal office is located at the Lloyd E. Matheson Centre in Elmsdale, NS.

We are recruiting for a **Scanning and File Assistant** for our 2023 summer season, based at the Lloyd E. Matheson Centre in Elmsdale, NS.

Reporting to the Information Management Clerk, the successful candidate will perform scanning and classifying historical records as well as supporting the maintenance of records inventory.

**Qualifications:**

- Experience in an office environment an asset
- Experience in records management an asset
- Knowledge of municipal services considered an asset
- Comfort navigating general computer software; including Microsoft Suite and Adobe Acrobat Reader
- Strong attention to detail and quality control
- Must be able to work independently
- Ability to maintain confidentiality
- Ability to lift and move boxes weighing up to 35 pounds

**Hourly Rate:** \$15.00 p/hour

**Hours:** 35 hours/week, Monday - Friday 8:30 am - 4:30 pm

**Start Date:** May 8, 2023

**End Date:** September 1, 2023

**Application Close Date:** March 19, 2023

To apply, please visit [easthants.ca/employment](http://easthants.ca/employment)

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