



Are you an administrative professional looking for an opportunity to help build the future of a growing Municipality? If you enjoy a work culture of teamwork, trust, and service excellence, and have a passion for serving the public, we want to hear from you!

We are recruiting for an Administrative Assistant to join our team.

This position provides administrative support for two departments and to members of the public, including reception services. Duties include responding to public inquiries and office management responsibilities including financial administration and record-keeping. Occasional support for special events will also be required including Volunteer Recognition and the Design Awards.

What you can offer:

- Completion of two (2) year community college level certificate or diploma related to administrative support services or combination of related education and experience
- Experience in an office environment, reception role, or administrative role; municipal experience an asset
- Advanced skills in Microsoft Office suite
- Demonstrated experience in providing excellent customer service; Strong written and verbal communication skills
- Experience working with confidential information
- Self-starter with excellent organizational and time management skills
- Ability to work business hours Monday-Friday 8:30 am - 4:30 pm with occasional availability for evening and weekend meetings

What we can offer:

- A culture of teamwork, trust, and service excellence
- A collaborative, solutions-based work environment, with a high degree of autonomy
- Working with a team that is passionate about serving a community
- A commitment to personal and team professional development
- The excitement of being part of building the future in a fast-growing Municipality
- Benefits package including a Health Care Plan with Virtual Doctor service included, Dental, Disability, Life Insurance, Registered Pension Plan, Employee Assistance Program

Salary Range: \$43,470- \$54,337

Deadline to apply: April 22, 2024

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

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