



Administrative Services Clerk

Are you looking for a new opportunity where you can be part of building the future in a growing community? If you are looking to be part of a team-based and flexible environment, then we want to hear from you!

We are accepting applications for an Administrative Services Clerk.

The Administrative Service Clerk provides administrative support services to the Finance Department by providing first point of contact reception services for the organization, processing payments and mail, providing records management services, managing office supplies and preparing requisitions.

What you can offer:

- Completion of a two-year community college level certification or diploma in administrative support services discipline
- Minimum of one (1) year related experience, preferably in an office environment
- Previous experience in a senior administrative support capacity an asset
- Excellent customer service and inter-personal skills
- Must have excellent written and verbal communication skills and the ability to maintain absolute confidentiality
- Ability to use Microsoft Outlook, Word and Excel at an advanced level. Familiarity with SAP an asset
- Must have strong project management skills with the ability to operate within tight timelines and budgets
- Must have a solid understanding of basic accounting and cash handling
- Must be a self-starter with excellent organizational and time management skills to meet the challenges of this extremely busy work environment
- Exceptional attention to detail
- Solid understanding of Diversity, Equity, Inclusion and Belonging in a customer focused environment

What we can offer:

- Work-life balance focused environment, with a Flexible Work Policy.
- 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.

Annual Salary: **\$49,514 - \$61,892**

Deadline to apply: **September 19, 2025**

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