

**MUNICIPALITY OF
EASTERN
CHARLOTTE**

**Administration
Administrative Assistant**

JOB SUMMARY:

The Municipality of Eastern Charlotte has an opening within its Administration Department for one (1) full-time Administrative Assistant.

An Administrative Assistant works as part of a team (St. George & Blacks Harbour) and provides front desk servicing to residents as well as supportive work for other members of the Administrative Department.

LOCATION:

Municipal Office, 1 School Street, St. George

IMMEDIATE SUPERVISOR:

Chief Administrative Officer (CAO)

STATUS/HOURS:

Monday-Friday, 8:30am-4:30pm

KEY DUTIES & RESPONSIBILITIES:

- Perform office opening and closing duties, such as: security procedures, cash handling procedures, managing phone messages and call forwarding.
- Maintain inventory of office supplies, order supplies as required including seasonal department clothing and arrange for servicing of office equipment.
- Photocopy and collate documents for distribution, mailing and filing.
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases.
- Receive payment by cash, cheque, credit card or automatic debit and issue receipts for municipal payments, such as: water/sewer invoices, animal licenses, by-law enforcement related fines, municipal facilities rentals, donations, etc.
- May sort, process and verify receipts, expenditures, forms and other documents as administrative support for the financial services department.
- Respond to telephone, in person or electronic enquiries or forward to appropriate department.
- Process incoming and outgoing mail, manually and electronically.
- Administer communication streams such as social media, website, newsletter, etc. in collaboration with Clerk/CAO and Assistant Clerk.
- Assist in the preparation of correspondence on behalf of clerk & CAO.

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QUALIFICATIONS:

- High School Diploma or equivalent.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and the ability to use other computer software.
- Experience with websites & social media.
- Knowledge of basic accounting principles.

CONSIDERED AN ASSET:

- Administrative Professional Diploma or equivalent.
- Work experience reception related office environment.
- Knowledge related to local government operations.

ADDITIONAL SKILLS

- Ability to multitask in a busy and often noisy environment.
- Ability to handle difficult and stressful situations with professional composure.
- Communicate clearly and comprehensively in person, one-on-one and in groups, and in writing via reports and email.
- Accurately prepare and maintain records, files, and reports.
- Analyze, organize, and prioritize work while meeting multiple deadlines.

COMPENSATION

The salary range for this position is \$16.00-18.00 per hour plus...

- Health & Dental Benefits
- NB Municipal Retirement Pension Plan

This position is non-unionized; not part of a Union Collective Agreement.