

Career Opportunity: Assistant, Administrative Services, Office of the CAO



The Town of Wolfville is seeking applications for a position based at the Town Hall. We are looking for an Assistant to carry out clerical and administrative duties with a focus on Town Hall functions and corporate communications. This is a permanent position reporting to the Coordinator, Administrative Services. The successful candidate will provide an excellent administrative service for the Mayor of Wolfville, Town Council, and the Chief Administrative Officer.

The position is an interesting mix of tasks including scheduling council and committee meetings, preparing council and committee agenda and meeting packages, attending council and committee meetings, preparing official minutes from recordings, and handling arrangements and documentation as needed, combined with a focus on corporate communications. The Assistant will be creating infographics, posters, monthly advertisements, a bi-monthly electronic newsletter and, along with the Coordinator, ensuring that the communications the Town sends out fit with our brand.

We are looking for someone with excellent administrative and clerical skills who is detail oriented and ensures a high level of accuracy in all they produce.

Post-secondary college/technical training in administration, secretarial, clerical studies would be a strong asset. Competence with the full range of MS Office programs is a requirement.

The position is based on 35 hours per week, 8.30 am – 4.30 pm with some additional hours to attend Council meetings. Salary will be based on experience and qualifications.

We are urgently working to fill this position and applications will be accepted in confidence up to **12:00 pm on Friday, August 9th, 2019** by email to vpearson@wolfville.ca.

We thank all candidates for their interest however only those invited for interview will be contacted.

