

Employment Opportunity: Administrative Assistant *(pending Budget Approval)*



The Town of Wolfville is inviting applications for a full-time, permanent Administrative Assistant to work in the Office of the CAO. Under the supervision of the Manager of Administration & Town Clerk, the Administrative Assistant is responsible for supporting members of the Office of the CAO by performing a variety of administrative and clerical tasks.

The successful candidate will be a collaborative team member who can work well in a small office environment. They will be a result oriented, hands-on individual who works to support the team looking for efficiencies and with high attention to detail. Excellent administrative, written communication, time management and organizational skills are required. They should be comfortable working with others and self-motivated when working alone.

Post-secondary education in office administration preferred and a minimum of 3-years' experience considered an asset.

This position will be on site at Town Hall in an office environment interacting with other staff, members of the public and Town Council.

Resume with a cover letter will be accepted up **until Friday April 4, 2025 at 4pm** to be submitted by email to bcleveland@wolfville.ca

Please include Administrative Assistant in the subject line.

This position is pending budget approval.

A full job description is available on request and all applicants are thanked for their interest, however, only those who are selected for an interview will be contacted.

The Town of Wolfville is committed to providing a healthy, safe and supportive workplace where diversity is valued and where everyone is treated with respect and dignity.

The Town of Wolfville welcomes and encourages applications from Black, racialized and Indigenous Peoples, 2SLGBTQ+, newcomers to Canada, and People with Disabilities.

If you are a member of a group that has been historically excluded from opportunities, we encourage you to self-identify in your cover letter or resume and to share your pronouns.

If you require any accommodation to support submitting your application or navigating the process, or if you would like to start a conversation about employment opportunities, please reach out to the Manager of Administration & Town Clerk, Laura Morrison, lmorrison@wolfville.ca

For more information on the Town of Wolfville visit our website at www.wolfville.ca

