

Employment Opportunity:

Part-Time Administrative Assistant



The Town of Wolfville is inviting applications for a part-time Administrative Assistant to work with the Public Works, Parks & Water Utility department. Under the supervision of the Director of Planning and Public Works, the Administrative Assistant is responsible for supporting these departments by performing a variety of clerical, financial, and general office duties.

The successful candidate will be a collaborative team member who can work well in a busy office environment. They will be a result oriented, hands-on individual who works to support the team looking for efficiencies with a high attention to detail. Excellence administrative, customer service, 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 2-years' experience considered an asset. The position will be on site at 200 Dykeland Street our Public Works Building.

A resume with accompanying cover letter shall be accepted **until Wednesday, June 18, 2025, at 4pm**. Applicants are asked to submit their documents by email to kouterleys@wolfville.ca Please include PT Administrative Assistant in the subject line.



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 other 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