

## Administrative Assistant

The Municipality of Atholville is looking for a dynamic person to fill the position of **Administrative Assistant**. The person shall report to the general management and provide administrative support as required with the municipal activities.

## Role and responsibilities

- › in both official languages, prepare, write, translate and revise correspondence, presentations, brochures, publications, reports and other related documents;
- › conduct research, compile data and prepare documents for review and presentation by supervisors, committees and the municipal Council;
- › maintain the system of policies, by-laws and minutes up to date and can support the general management in drafting new policies as required;
- › manage e-mail and other documents received and coordinate the flow of information internally and with other departments and organizations;
- › prepare the agendas for municipal council and committee meetings, and arrange for these meetings to be held. Write and translate the minutes and reports of these meetings;
- › compile data for statistical and other information for the municipal Council;
- › assist the general management in dealing with complaints that require specific follow-up;
- › keep the village website up to date;
- › maintain the computerized filing system for information files;
- › other related tasks.

## Job requirements

- College diploma in office management;
- Minimum of 3 to 5 years of work experience in a secretarial or receptionist position;
- Excellent communication skills orally and in writing (English and French);
- Proficiency in preparing, reviewing, and translating correspondence and reports from French to English and vice versa;
- Basic accounting knowledge; (replacement at reception)
- Computer knowledge and skills: MSOffice, MRA document management.

## Qualifications and skills

- Responsibility, integrity and ethics
- Interpersonal skills and autonomy
- Attention to details and organization
- Creative, innovative and open-minded
- Constructive judgment and problem solving
- Impeccable customer service
- Teamwork
- Ability to work under pressure
- Understanding of policies, procedures, laws and regulations

## Work conditions

- Assume the role of clerk if necessary
- Attend evening meetings
- Replace at reception when necessary
- Occasional training
- Full time, permanent position, 35h/week
- Salary based on skills and experience, between \$31,822 and \$42,466 annually
- Group insurance and pension plan
- Start date: as soon as possible

Please send your resume and a cover letter to **Nicole LeBrun**  
247 Notre Dame St. 506.789.2944 | 506.789.2925 - [lebrun@nb.aibn.com](mailto:lebrun@nb.aibn.com)

We thank all applicants for their interest, however, only those under consideration will be contacted.