



**External Posting
Non Union Term Position
(Maternity leave coverage)
Administrative Assistant- CAO Office**
Competition # ADMASCO617
Posting Date: Thursday June 22, 2017
Closing Date: Thursday July 6, 2017

The Town of Truro is accepting applications for an Administrative Assistant to the CAO and Mayor. This position is a term non-union position of approximately thirteen (13) months in duration (maternity leave coverage).

Under the direct supervision of the Chief Administrative Officer, the Administrative Assistant provides support by managing various internally-based projects, assisting with externally-based events, as well as providing administrative support to the Mayor and CAO. In addition, the Administrative Assistant will provide front counter coverage for the Finance Division of the Corporate Services Department during high volume customer service times. The successful candidate must be available to work evenings and weekends on occasion for special meetings and events.

A detailed job description can be found on the Town of Truro website (www.truro.ca) under the Employment section.

QUALIFICATIONS

Education and Experience

- Completion of high school or equivalent;
- Post-secondary education related to Business Administration or combination of education and equivalent work experience in this field required;
- Experience in office administration including office reception;
- Proficient use of Microsoft Office Suite, specifically with Microsoft Word;
- Experience in recording and transcribing minutes;
- Familiarity with Adobe Acrobat software;
- Excellent interpersonal, organizational and communication skills;
- Possess problem solving ability and be self-directing;
- Demonstrate the ability to work to meet deadlines and have the ability to multi-task.

Special Requirements:

- Required to maintain confidentiality and discretion;
- Required to be able to work evenings and weekends occasionally for special meetings and events;
- Required to submit a current Police Records Check.

Application Provisions:

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Competition number must be clearly indicated on the envelope and covering letter. Only applicants selected for an interview will be contacted.

Start Date: July 24, 2017

Salary: In accordance with Town of Truro approved non-union salary range for Administrative Assistants

Forward applications to: Tammy Hamlin, Human Resource Officer
Town of Truro
695 Prince Street
Truro, NS B2N 1G5
Email: jobs@truro.ca

The Town of Truro is an Equal Opportunity Employer with an Affirmative Action Policy.