



## ADMINISTRATIVE ASSISTANT

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Interested applicants, provided they meet the eligibility, should submit a resume to Sherman St. Germain, Director of Finance & Human Resource Management, prior to the posting expiry date. Please submit via email to [info@townofhampton.ca](mailto:info@townofhampton.ca), in person at the Town Hall (front office) or to PO Box 1066, Hampton NB., E5N 8H1

<b>Job Title:</b>	Administrative Assistant (Full time position)	<b>Reference Job # 2210180100</b>
<b>Reports To:</b>	Chief Administrative Officer	
<b>Posting Date:</b>	October 18 <sup>th</sup> , 2022	
<b>Posting Expiry Date:</b>	October 28 <sup>th</sup> , 2022, at 3:00 pm	
<b>Anticipated Start:</b>	November – December 2022	
<b>Job Summary</b>	The Administrative Assistant is diligent and detail-oriented team player who is responsible for receptionist duties as well as a wide variety of administrative support of the senior management team. Mayor and Council and other Town of Hampton employees. The Administrative Assistant shall possess a friendly and professional demeanor with the ability to uphold a high level of confidentiality while interacting with employees, management, Town Council, and the public.	

**DETAILED JOB DESCRIPTION ATTACHED**

# **TOWN OF HAMPTON**

## **JOB DESCRIPTION**



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### **ADMINISTRATIVE ASSISTANT**

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#### **Job Summary:**

The Administrative Assistant is diligent and detail-oriented team player who is responsible for receptionist duties as well as a wide variety of administrative support of the senior management team. Mayor and Council and other Town of Hampton employees. The Administrative Assistant shall possess a friendly and professional demeanor with the ability to uphold a high level of confidentiality while interacting with employees, management, Town Council, and the public.

#### **Primary Relationships:**

The Administrative Assistant will report to the Chief Administrator Officer. They will present a positive and professional image of the town office and senior management team, visitors, suppliers, enquiries, and all members of the public. The incumbent will assist with developing and maintaining effective communications and working relationships with the CAO, Mayor, Council, employees, and volunteers.

#### **Duties & Responsibilities:**

- Provide direct administrative and office management support to all members of the management team, as directed.
- Receive, screen, and redirect all inbound telephone calls, emails, and visitors for the town office.
- Review, evaluate, and distribute incoming mail and priority correspondence for Mayor and Council and senior management.
- Maintain work schedules and calendars of senior management, including Mayor and Council.
- Prepare travel schedules, book travel arrangements, and make reservations for senior management staff, including Mayor and Council.
- Coordinate and manage accounting duties under the direction of the Department of Finance, working with the accounting assistant including, but not limited to. Accounts receivable (receipting) using various town accounting programs and coordinating with various town staff/departments.

- Coordinate, organize and manage the internal filing system under the direction of the Director of Communications and Legislative Assembly supporting all members of the senior management team.
- Coordinate logistics of senior management team programs including meetings, seminars, workshops, special projects, and events.
- Work with town committees as required to provide administrative support including such duties as minute taking, agenda, meeting notices, ordering supplies, etc.
- Work as administrative support and staff liaison for the Joint Health and Safety Committee and Emergency Measures Organization (EMO).
- Coordinate and schedule the Town Hall and other relevant facilities in the Town of Hampton.
- Review all documents, reports, and correspondence prepared by senior management and/or Mayor and Council signatures for format, content, grammar, spelling and make edits as necessary.
- Prepare draft reports, background documentation, and research.
- Coordinate office activities.
- Maintenance office environment such as kitchen, board room, conference room and council chambers.
- Troubleshoot and/or escalate office administration issues.
- Facilitate communications from senior management team, department managers and staff. Business leaders, and project managers.
- Prepare and review presentations.
- Other duties shall be assigned as required.

**Requirements:**

- Completion of post-secondary education with job related courses (i.e., Administrative Professional Program) or equivalent combination of education and experience.
- Minimum of 5 years' experience in a Administrative Assistant role (or equivalent) preferred.
- Strong knowledge of office procedures and practices
- Keen attention to details
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Powe Point) as well having a strong aptitude an interest in learning the software programs specific to the Town of Hampton (i.e., Filing and accounting programs).
- Resourceful, flexible and can multi-task.
- Proven organizational and time management skills.

**Working Conditions:**

- Regular 37.5 hours per week / 8:00 – 4:30 pm / Monday – Friday
- Ability to attend meetings and conduct presentations
- Overtime/Flextime as required
- Interacts with employees, various management levels and the public at large.
- Travel may be required

**THE ABOVE JOB DESCRIPTION REFLECTS THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPAL FUNCTIONS OF THE POSITION IDENTIFIED AND SHALL NOT BE CONSTRUED AS A DETAILED DESCRIPTION OF ALL THEWORK REQUIREMENTS THAT MAY BE INHERENT WITH THE POSITION.**