



5 – 1757 Route 640
Hanwell, NB E3C 2B9
Tel: (506) 460-1177 • www.hanwell.nb.ca

Job Description Administrative Assistant

Job Title: Administrative Assistant

Job Type: Full-time

Reports To: Clerk

Roles and Responsibilities

The Administrative Assistant is the primary point of contact for internal and external customers of the Municipal Office. This position is responsible for ensuring all inquiries and concerns are dealt with in a professional and efficient manner and documented as appropriate. This position requires a strong focus on customer service and a keen attention to detail. Key areas of responsibility are:

Primary Duties and Responsibilities

- Greet customers in person, by phone or email in a professional, friendly manner and respond to their needs.
- Reply to general information requests with accurate information
- General clerical duties including photocopying, fax and mail
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Filing (Municipal Records Authority)
- Schedule and coordinate meetings and bookings for meeting rooms
- Update website, LED sign and office calendar daily.
- Maintain office supply inventory
- Coordinate maintenance of office equipment
- Maintain records for petty cash
- Assist council committees with events/projects as required
- Assist with researching and applying for grants as required

Qualifications and Education Requirements

- High School Diploma
- Post secondary education in business, computers or office management is an asset
- Computer skills and knowledge of MS Office (MS Excel and MS PowerPoint)
- Previous experience with confidential information is an asset
- Previous experience with Laserfiche filing system is an asset

Key Competencies

- Excellent communication skills – written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and solving
- Attention to detail and accuracy
- Flexibility
- Teamwork

Please forward applications to mfrost@hanwell.nb.ca or drop off at the municipal office at the above address. Posting closes at 3:00 pm on May 2, 2018.

We appreciate all expressed interest in this position, however, only the candidates selected for interview will be contacted.

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