



EMPLOYMENT OPPORTUNITY  
**ADMINISTRATIVE ASSISTANT**

Interested applicants should submit a resume to Alexis Trebble, Deputy Clerk, prior to the posting expiry date. Please submit resume via email to [alexis.trebble@arcadianb.ca](mailto:alexis.trebble@arcadianb.ca) , in person at the temporary Village office located at 91 Route 695, Jemseg NB or to 6 Municipal Lane, Cambridge-Narrows, NB, E4C 4P4

<b>Job Title:</b>	<b>Administrative Assistant (Full Time position)</b>
<b>Reports to:</b>	<b>Village Clerk/Deputy Clerk</b>
<b>Posting Date:</b>	<b>September 20<sup>th</sup> 2023</b>
<b>Posting Expiry Date:</b>	<b>October 13<sup>th</sup> 2023</b>
<b>Anticipated Start:</b>	<b>November 1<sup>st</sup> 2023</b>
<b>Job Summary</b>	<b>Reporting to the Clerk/Deputy Clerk, the Administrative Assistant is part of the municipal team, which focuses on administration, department projects and areas of communications relating to the local government organization. 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, Council and the public.</b>

**DETAILED JOB DESCRIPTION ATTACHED**

The community of Arcadia was created on January 1<sup>st</sup>, 2023, through the New Brunswick Local Government Reform process. Arcadia encompasses the former Villages of Cambridge-Narrows and Gagetown as well as the former Local Service Districts of Cambridge, Hampstead, Upper Gagetown and Waterborough.

Arcadia is looking for a friendly, professional, well-organized, self-starting individual to join our team as an Administrative Assistant.

The Administrative Assistant to the Clerk's Office assists the Village Clerk in performing all statutory duties under the Local Governance Act and provides administrative assistance to all departments to ensure compliance with policies and statutes. This position reports to the Village Clerk.

**The responsibilities include, but are not limited to, the following:**

- Provides direct administrative and clerical functions to all members of the management team as directed.
- Receive, screen, and redirects all inbound telephone calls, emails and visitors for the municipal office.
- Coordinate and schedule bookings and agreements for municipal properties.
- Updates and maintains municipal website ensuring all the information is accurate and up to date. Oversees the website calendar and promotes municipal activities leading up to events and programs.
- Provides customer service for the municipal office, answers inquiries from residents and directs them to the proper information, accepts payments from residents for sewer billings, programs etc.
- Greet and serve the general public, Councillors, consultants, contractors etc. in a courteous manner.
- Receive and convey messages accurately.
- Organize, scan, index, and classify active and inactive paper or electronic documents and data for operational files, administrative files, and registries.
- Handling administrative requests and queries from senior managers.
- Process payments and issues receipts for accounts owing to the municipality.
- Issues and records various licenses and permits.
- Organizing and scheduling appointments and meetings.
- Provides administrative assistance to the Clerk and all municipal departments.
- Assist in maintaining cloud-based records management system throughout all departments in accordance with Village policy and industry best practice.
- Serve on internal committees and contribute to the overall wellbeing of fellow employees
- Prepares meeting room(s) for meetings.
- Perform other related duties as may be required or assigned from time to time.

### **Qualifications, Skills & Attributes:**

- Completion of post-secondary education with job related courses, or equivalent combination of education and experience.
- Strong knowledge of office procedures and practices.
- Keen attention to detail.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) as well as having an interest in learning other software programs such as Office 365, SharePoint, Microsoft Teams and Quickbooks.
- Resourceful, flexible and can multi-task.
- Proven organizational and time management skills.
- Ability to maintain a high degree of professionalism, exercise discretion and maintain strict confidentiality.
- Ability to establish effective working relationships and be a team player.
- Availability to work flexible work schedule outside the normal work schedule to accommodate meetings and special events.

### **Working Conditions & Environment:**

- This position is currently based in the temporary Village Office located in Jemseg. The location may change once a permanent office location is selected.
- Working outside of regular hours (evenings and weekends during events, emergencies etc.) will be required as the occasion arises.
- Possess a valid driver's license and have means of transportation for work travel.
- Interact and collaborate with Council, staff, community groups and residents.

### **Compensation:**

- Compensation will be based on education and experience.

### **Applications:**

Applications will be accepted until the end of business on October 13<sup>th</sup>, 2023. Candidates can submit their applications by one of the following means:

- Email to [alexis.treble@arcadianb.ca](mailto:alexis.treble@arcadianb.ca)
- Mail to 6 Municipal Lane, Cambridge Narrows, NB E4C 4P4
- Drop off in person at 91 Route 695, Jemseg, NB during regular business hours.

*Thank you to all applicants for their interest in working with Arcadia. Only those selected for further consideration will be contacted.*