

# Employment Opportunity: Administrative Assistant



The Town of Wolfville is inviting applications for a part-time, permanent Administrative Assistant. Under the supervision of the Accountant, the Administrative Assistant is responsible for supporting Finance and Administration Department by covering the front desk at town hall during lunch hour, performing various clerical tasks and general office duties. This position may also support special projects and vacation coverage.

The successful candidate should have strong customer service skills and be efficient with Microsoft Office with an emphasis on Microsoft Excel. Knowledge of Laserfiche, electronic document management system, and Microsoft Dynamics GP would be an asset. The preferred candidate will have Grade 12 education with a post-secondary education in office administration or a minimum of 3-years' experience considered an asset. They should be comfortable working with others and self-motivated when working alone.

The work is performed on-site at Town Hall in an office environment with standard hours of work being 4 hours a day (20 hours a week) with the flexibility of occasionally working an 8-hour day to fill in for vacations during the summer.

Resume with a cover letter will be accepted up **until July 8, 2022, at 12.00 pm** and can be submitted by mail or by email to:

e: [lmorrison@wolfville.ca](mailto:lmorrison@wolfville.ca)  
(subject line for emails: Administrative Assistant)

A full job description is available on request and all applicants are thanked for their interest, however, only those who are selected for an interview will be contacted.

*The Town of Wolfville is committed to providing a healthy, safe and supportive workplace where diversity is valued and where everyone is treated with respect and dignity. We are an equal opportunity employer that encourages applications from all qualified candidates including women, people with disabilities, racially visible persons and Indigenous Persons. If you require accommodation because of a disability or for any other reason during the interview process, please let us know in advance of any interview. For more information on the Town of Wolfville visit our website at [www.wolfville.ca](http://www.wolfville.ca)*

