Job Posting

Administrative Assistant

The Administrative Assistant plays a key role in supporting the operations of the Administration Department for the Municipality of the County of Cumberland. Based in Springhill, NS, this position provides administrative support for the grants program, Management meetings, departmental invoicing, and other tasks as assigned. The Administrative Assistant is also responsible for maintaining municipal records and takes a lead role in delivering high quality customer service, including oversight of the customer service software system.

See below for detailed position description and salary.

The deadline for resumes is Friday, August 8th, 2025, at 1:00 pm.

Please forward your cover letter and resume to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume “Administrative Assistant”

Department of Administration: Administrative Assistant

Job Title
Administrative Assistant

About the Role

The Administrative Assistant provides detailed, accurate and timely clerical and administrative support to the Administration Department.

This position reports to the Deputy Chief Administrative Officer.

Responsibilities and Duties

a. Provide administrative support to the CAO, Deputy CAO and other Administrative Department team members as assigned, including preparing correspondence, photocopying, reviewing and editing draft documents, and assisting with the preparation of reports, data entry, scheduling meetings, and processing invoices.
b. Provide administrative support for the Grants to Organizations program including receiving, tracking and processing grant applications and payments.
c. Prepare agendas and supporting materials and take minutes for weekly management meetings.
d. Maintain municipal records in accordance with the *Municipal Government Act* and the Municipality's Records Management Policy.
e. Provide leadership in customer service including creating and monitoring Access E11 case files, creating reports, and providing training to other staff.
f. Provide administrative support for municipal elections, as required.
g. Draft correspondence and distribute information internally, as assigned.
h. Monitor and order office supplies as needed.
i. Assume the duties of the Deputy Clerk in preparing for and attending Council or Committee meetings, if required.
j. Perform other duties as assigned or required.

Qualifications

a. A degree or diploma from a recognized college or university in Office Administration, Business Administration or an equivalent combination of education and experience.
b. Minimum of three years' experience as an Administrative Assistant or a similar position.
c. Working knowledge of public administration and office procedures is an asset.
d. Experience working with Windows operating systems and Microsoft Office programs.
e. Excellent oral and written communication skills.
f. Strong interpersonal skills.
g. Experience with record keeping and document management.
h. Experience working with the public.
i. Excellent attention to detail and accuracy.
j. Highly organized.

k. Professional demeanor and strong work ethic.

Salary and Benefits

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Job Level 3	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	$50,898	$52,834	$54,771	$56,707	$58,643	$60,580

Other benefits include, but are not limited to:

- Defined benefit pension plan
- Comprehensive health and dental benefits
- Compressed work week policy
- Employee wellness and social programs

This is a full-time, permanent position based at the Municipality's offices located in Springhill.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

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https://www.cumberlandcounty.ns.ca/government/policies/2645-personnel-policy-handbook-october-2024-1/file.html