



Membertou Public Works

Employment Opportunity

<u>Job Title:</u>	Administrative Assistant (1 Full Time)
<u>Reports to:</u>	Director of Public Works
<u>Department:</u>	Public Works
<u>Salary:</u>	\$42,000 annum

Works under the direction of the Director of Public Works. The Administrative Assistant prepares correspondence and reports, maintains accurate records, develop and maintain databases, answers telephones, greet visitors and performs a variety of administrative duties in support of the Director and department.

Responsibilities:

- Key in, edit, proofread and finalize correspondence, reports, forms, presentations and other documents, using computers.
- Compile, verify, record and process written requests, applications, cost estimates, contracts, budgets, purchase orders, requisitions, invoices, work schedules and other forms and documents using computerized and manual processing systems.
- Order materials, tools, equipment and supplies as directed and authorized with purchase orders by the Director of Public Works and/or Shop Supervisor.
- Respond to telephone, in person or electronic inquiries and relay telephone calls and messages.
- Greet visitors, as certain nature of business and direct visitors to appropriate person.
- Provide general information to clients and the public in a courteous manner.
- Photocopy and collate documents for distribution, mailing and filing.
- Record and prepare minutes of meetings.
- Participate as QA Representative for the department and help implement ISO requirements.
- Data Entry.
- Comply with all Band policies and procedures.

Qualifications:

- Must have Grade 12 or equivalent;
- Diploma/Certificate in Office Administration would be an asset;
- Experience with various computer software such as MS Office; and/or is willing to learn;
- Excellent oral and written communication skills;
- Excellent typing skills;
- Must have good organizational skills;
- Ability to deal with the public.

Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department
Attention: Richard Stevens
47 Autwen Ma'sl Awti
Membertou, NS B1S-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, October 18th, 2024 at 4:30 PM AST.

Thank you for applying, however, only those selected for an interview will be contacted.

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.