



Employment Opportunity
Building Services Administrative Assistant

The Municipality of the District of Digby is currently seeking a motivated employee for the position of Administrative Assistant in the Building Department.

The core duties of the position will be as follows:

- Reception for the Building Department
- Responsible for the day to day office related functions of the Building Department
- Fill in at the front desk of the Municipality as needed
- Assist with projects as assigned by the Manager of Municipal Services

The relevant skills needed for the position are as follows:

- Have knowledge of modern office procedures and methods including telephone, communications and systems
- Have knowledge of business communication, including style and format of letters, memos, minutes and reports
- Possess skills to proficiently use a computer and various software packages specifically including spreadsheets and wordprocessing
- Be organized and have the ability to establish priorities and work independently without supervision
- Have excellent attention to detail and the ability to review and track information
- Have strong written and oral communication skills
- Possess excellent interpersonal and conflict management skills

The minimum qualifications required are:

- Grade 12 education or equivalent
- Post-Secondary training in business or office administration
- Two years of relevant work experience

Salary scale for this position: \$38,841.00 - \$44,090.00 (Benefits include Medical and Pension Plan)

A detailed description of the position can be obtained at the Digby Municipal Building located at 12548 Highway 217 in Seabrook.

Applications with cover letter and resume should be made to the attention of Tyler Pulley, Manager of Municipal Services, and can be submitted via email at tpulley@municipality.digby.ns.ca or by fax at 902-245-5748. Applications can also be dropped off at 12548 Highway 217 in Seabrook or mailed to the Municipality of Digby, PO Box 429, Digby, N.S., B0V 1A0.

We thank all applicants for their interest. But only those applicants selected for an interview will be contacted.

Applications are due no later than 12:00 Noon on February 28, 2020.