Town of Mulgrave
459 Murray St, PO Box 129
Mulgrave NS, B0E 2G0

POSITION: ***Administrative Assistant***

TERM: Temporary Full-Time Employee

HOURS OF WORK: 32 Hours per week, 4-day week

REPORTING TO: Chief Administrative Officer (CAO)

SALARY: The Salary for this position will be **$50,000 to $55,000** per annum, depending upon experience and qualifications.

POSITION SUMMARY:
Reporting to the CAO, the Administrative Assistant is responsible for the efficient and effective delivery of services provided to the public by the Town of Mulgrave. General responsibilities for this position include performing payroll functions, providing administrative support to the CAO, grant writing functions, and in the absence of the Finance Administration Clerk, assuming their duties. The position will also play an integral role in administering the Town's water billings and water records maintenance.

POSITION REQUIREMENTS:

Education:
- Diploma and/or Post-secondary education in a Business Administrative field is required.
- Alternatively, strong experience in a similar position may substitute for some of the formal educational requirements.

Experience:
- Minimum of 3 years work-related experience;
- Experience working in municipal government, an asset.
- Experience in preparing grant applications, an asset.

Knowledge:
1. Basic knowledge of payroll functions;
2. Good knowledge of general office procedures;
3. Basic knowledge of generally accepted accounting principles;

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4. Excellent working knowledge of computers ;
5. Good knowledge of commonly used computer programs such as Microsoft Excel, Microsoft Word, Microsoft Outlook, Diamond, etc.
6. General knowledge of the Municipal Government Act and Town of Mulgrave by-laws and policies.

Abilities:

1. To communicate effectively orally and in writing;
2. To use computer software effectively;
3. To work effectively with councillors, staff and others;
4. To meet deadlines;
5. To work under pressure.

A complete Job Description is available on the Town of Mulgrave website at townofmulgrave.ca

To apply for this position, please forward your covering letter and resume to:

ATTN: Chief Administrative Officer
admin@townofmulgrave.ca

Deadline for Applications: **December 4, 2026 at 4:00 p.m.**

While the Town of Mulgrave appreciates the interest of all applicants, only those selected for interview will be contacted.