

ADMINISTRATIVE ASSISTANT – FULL TIME.

Town of Lunenburg, Nova Scotia

Located on Nova Scotia's beautiful South Shore, the Town of Lunenburg is a diverse and vibrant community of +2,300 year-round residents and many seasonal residents. Lunenburg is a coastal town offering a multitude of cultural and recreational opportunities, which supports a quality of lifestyle and is within a short driving distance of Halifax, capital city of the province.

This Administrative Assistant role requires a highly motivated individual with strong organizational skills, exceptional communication and interpersonal skills and previous experience in a general office and with secretarial /clerical skills. You must be an independent worker with the ability to prioritize tasks and problem solve with a high degree of accuracy.

This position will perform a variety of administrative /clerical tasks in a busy professional environment, including data entry, reception, public inquiries, preparing council minutes, reports, maintaining records management systems, organizing meetings and travel arrangements etc.

This "in office" role will support the Chief Administrative Officer, all Town Departments along with the Mayor and Council. It is important that this role maintains a high degree of respect when dealing with the public, other employees, and Council.

RESPONSIBILITIES:

- Assist with document creation in Microsoft Word, Excel, and Adobe Acrobat
- Prepare, edit, and proofread correspondence, presentations, reports, and related material
- Coordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to appropriate person or department
- Record and prepare minutes of Council meetings when required
- Arrange travel schedules and make reservations
- May compile data statistics and other information to support research activities
- Permit Application intake, processing, tracking, and distribution using Town Suite

PHYSICAL DEMANDS:

- Sitting, Standing, Walking, Reaching, Bending
- Repetitive motion: folding, copying, filing etc.
- Stairs
- Lifting 20kg (boxes, paper etc.)

KNOWLEDGE:

- Comprehensive knowledge of general office practices and procedures
- Proficiency in Microsoft Word, Excel, Adobe Acrobat
- Knowledge of filing and management software
- Exceptionally well organized and able to work effectively with minimal guidance and supervision
- Ability to exercise mature judgement regarding confidential and sensitive information
- Well-developed communication, discretion, and public speaking skills
- Flexible and able to prioritize work in a demanding environment, working to deadlines
- Town Suite software considered an asset

WHAT YOU POSSESS:

- Completion post - secondary certification in a recognized secretarial/administrative - assistant, or office administration program
- Minimum of 5 years reception, administrative secretarial /clerical experience at a senior level
- Experience in a municipal office setting an asset
- Class C First Aid -CPR an asset
- Valid Class 5 Nova Scotia Driver's License with Clean Abstract
- Additional languages to English, spoken and written an asset
- RCMP Vulnerable Sector Check

WE OFFER:

A competitive Salary \$53,903. - \$64,683. The Town of Lunenburg offers a comprehensive Benefits package including a defined contribution Pension Plan.

CLOSING DATE: APRIL 15, 2026

Candidates are invited to submit their cover letter and resume in confidence to:

Email: hr@townoflunenburg.ca

With "ADMINISTRATIVE ASSISTANT" in the subject line

We thank all candidates for your interest. Only those selected for an interview will be contacted.
All Candidates must be legally eligible to work in Canada.

The Town of Lunenburg is committed to the fundamental principles of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights Act and Accessibility Act.