



## **Employment Opportunity**

Nackawic-Millville Rural Community is currently accepting applications for the permanent, part-time (may lead to full-time) position of Administrative Assistant.

As part of the administration team, the Administrative Assistant is a non-unionized position and is responsible for providing assistance to the CAO, CFO and other municipal departments in the daily operations of the municipal government. The individual will perform a wide variety of administrative support duties including office operations, records management, website maintenance and communications. The Administrative Assistant will assist with various tasks in the absence of members of the administration team.

A detailed job description can be found on our website at [www.nackawic-millville.com](http://www.nackawic-millville.com).

The ideal candidate will have post secondary education or diploma in administration or equivalent minimum of 2 years' experience in a similar position. Previous experience in a municipal administrative position is considered an asset. The successful candidate will need to possess time management skills, be well organized, be able to multi-task while meeting deadlines and have a strong attention to details.

Compensation is based on education and experience. Benefits as per the Personnel Policy.

Interested applicants may submit their detailed resume, including cover letter and 3 references, no later than 4:30 pm on September 29, 2023 to:

Nackawic-Millville Rural Community  
115 Otis Drive  
Nackawic, NB, E6G 2P1  
Or may be emailed to [kathryn.clark@nackawic-millville.com](mailto:kathryn.clark@nackawic-millville.com)

Nackawic-Millville Rural Community thanks all applicants for their interest, however, only those selected for an interview will be contacted.