

Senior Administrative Assistant

Posted 6 days ago by [Rural Municipality of North Shore](#)

Job Summary:

- 📍 North Shore
- 💰 \$25.00 - \$28.00 per hour
- 🏠 On-site
- 🕒 Part-time to Full-time, Permanent
- 🕒 37.5 hours bi-weekly
- 📅 Expires 2025-11-09
- 👤 1 Vacancy
- 🔍 #409584

JOB DESCRIPTION:

POSITION SUMMARY:

The **Rural Municipality of North Shore** is a small and vibrant municipality located on Prince Edward Island's north shore with a population of approximately 2200 residents. The municipality provides, land use planning, parks and recreational programming, emergency measures services and fire services. This position is responsible for providing the administrative services required for the operation. The position will report to the Municipality Chief Administration Officer (CAO) in support of the roles and responsibilities of the Municipality and CAO under the PEI Municipality Act.

DUTIES AND RESPONSIBILITIES:

- Provides administrative/secretarial support to the CAO, including typing of confidential materials, correspondence, arranging appointments, the recording of monthly council/committee meeting minutes.
- Update website and social media.
- Assists with municipal election tasks as assigned.
- Update and adjust procedure policies in consultation with the council and directed by the CAO.

- Update and adjust bylaws in consultation with the council and the council's lawyer and directed by the CAO.
- Administer Contracts and other agreements in support of the CAO.
- Administer and maintain the municipal records management system, according to Records Retention bylaw including paper and electronic files.
- Administer the Access to Information and Protection of Privacy Bylaw, which includes the file preparation and correspondence; coordination and response to Access to Information requests; invoice time and resources spent on the request.
- Prepares and updates monthly reports and minutes.
- Participate in council, committee and staff meetings as required. (daytime and evenings)
- Assist in event planning events i.e. Canada Day, Remembrance Day and Christmas activities.
- Undertake special projects and perform other duties as assigned by the CAO.
- Other duties as required.

QUALIFICATIONS:

- Education: Post-secondary Administrative Assistant Diploma or equivalent experience.

Experience:

- 2 years' experience working in an office setting, preferably in a municipal environment;
- Competent in Word, Excel and Social media;
- Working knowledge of the Municipal Government Act would be considered an asset;
- Contract preparation and management;
- Experience in working with government regulations and procedures;
- Experience in dealing with various correspondence and writing responses;
- Experience in writing contracts.

ESSENTIAL SKILLS:

Adaptability

Computer Use

Numeracy

Working with Others

SOFT SKILLS:

Attention to Detail

Confidence

Integrity

Service Oriented

HARD SKILLS:

Administrative Services

DIGITAL SKILLS:

Data Analysis

Database Management

Microsoft Excel

Microsoft Word

LANGUAGES:

English

How to Apply

You must [log in](#) or [become a member](#) of WorkPEI to apply to job listings.

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