



## **Employment offer: Administrative Assistant Maternity Leave Replacement**

The Municipality of Hinchinbrooke is seeking applications for the position of Administrative Assistant for temporary contract from approximately January 2024 to March 2025

### **Description of the post :**

- Under the authority of the Director-General, the Administrative Assistant will undertake general secretarial tasks for the different services offered by the Municipality.

### **Summary of tasks :**

- Composing and editing letters, reports and all correspondence issued by the Municipality;
- Answering phone calls and citizen requests, planning of meetings and appointments, greeting citizens at reception area;
- Filing and archiving of documents;
- Completing various accounting tasks
- Compiling of various information and composition of different tables and reports;
- Preparation and composition of agendas and minutes of council meetings
- All other tasks related to this post or requested by their supervisor.

This job description is not exhaustive. The job description outlines the current position and will be subject to review

### **Requirements :**

#### **Training and experience required:**

- Diploma of vocational studies (DEP) in secretarial or accounting;
- One year of experience in a similar post

#### **Skills and Characteristics sought :**

- Knowledge and experience with MS office suite;
- Oral and written bilingualism is a must;
- Demonstrate autonomy, initiative, thoroughness and precision;
- Be responsible, have great communication and inter-personal skills, advanced skills in customer service
- Having experience in a similar position.



Those interested in applying should send their resumé either by email to [info@hinchinbrooke.com](mailto:info@hinchinbrooke.com) by mail or in person to/at the following address:

Municipality of Hinchinbrooke – 1056 chemin Brook – Hinchinbrooke-Qc-J0S 1A0

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Note: Only those selected for an interview will be contacted.