

## **Town of Eastport**

### **Now Hiring: Administrative Assistant**

The Town of Eastport is looking for a friendly, organized Administrative Assistant to help keep our office running smoothly. This role is often the first point of contact for residents, so we're looking for someone who's helpful, professional, and ready to jump into a variety of tasks.

#### **What You'll Do**

- Greet and assist residents at the front desk
- Answer calls, emails, and general inquiries
- Help organize Council meetings and prepare documents
- Keep records, files, permits, and minutes up to date
- Receive and record cash transactions
- Support Public Works with task coordination
- Manage office supplies and help keep daily operations on track
- Serve as the Worker Health & Safety (WHS) Representative

#### **What You Bring**

- High school diploma + post-secondary certificate or diploma
- Effective communication and organizational skills
- Comfortable using MS Office and basic apps
- Able to manage confidential information
- Reliable, detail-oriented, and good with people

#### **Work Environment**

- Busy municipal office
- Regular contact with the public, staff, and Council
- Occasional evening meetings
- Mostly office work with light physical tasks (filing, lifting small items, etc.)

#### **What We Offer**

The Town of Eastport is pleased to offer a competitive benefits package to support your health, well-being, and work-life balance, including:

- **Paid annual leave and paid holidays**
- **Medical benefits**, including health coverage
- **Stable municipal employment** in a supportive, community-focused workplace
- Opportunities to build meaningful relationships while serving your community

If you're organized, approachable, and enjoy helping your community, we'd love to hear from you!

Applications will be accepted until **\*\*Wednesday, January 21, 2026\*\***.

**Apply at:** [townmanager@eastport.ca]

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