

## **Job Posting: Administrative Assistant**

### **Village of New Minas**

The Village of New Minas is seeking a highly organized and customer-focused **Administrative Assistant** to join our front-office team. This full-time position plays a key role in supporting daily municipal operations, delivering excellent service to residents, and ensuring accurate financial and administrative processes.

### **Position Details**

- **Status:** Full-time, 35 hours/week (Monday–Friday)
- **Salary Range:** \$41,000–\$44,500 annually
- **Vacation:** 3 weeks to start
- **Benefits:** Competitive package including health, disability, life and pension
- **Reports To:** Finance Manager

### **About the Role**

The Administrative Assistant is the first point of contact for residents and visitors and is responsible for the smooth operation of the Village's front office. This role supports financial processing, customer service, and a wide range of administrative functions that contribute to efficient municipal service delivery.

### **Key Responsibilities**

#### **Financial Administration**

- Balance daily cash, post receipts, and prepare bank deposits for review.
- Conduct monthly petty cash audits.
- Process payments for event bookings, fitness centre memberships, program registrations, property taxes, and water/sewer accounts.
- Complete annual Grant-in-Lieu applications (Provincial and Federal).

#### **Customer Service & Front Office Operations**

- Greet and direct visitors to appropriate staff.
- Respond to general telephone and email inquiries.
- Collect and distribute incoming mail and courier packages; deliver outgoing mail and weekly bank deposits (mileage compensated).
- Maintain office supplies and shared equipment, including photocopier stock.
- Prepare signage for office closures and special events.

#### **Administrative Support**

- Prepare and forward work orders for parks, sidewalks, streetlights, and water-related issues.
- Update the Senior Tax Rebate spreadsheet and process tax certificate requests.
- Process dog tag registrations and fitness centre memberships, ensuring waiver forms are completed.
- Process name and ownership changes for tax and water accounts.

- Run outstanding water and tax notices (Water: 4×/year; Tax: 2×/year).
- Prepare outstanding account spreadsheets and shut-off lists for Public Works/Water Department.
- Print water and tax bills and assist with folding, labeling, and stamping.

#### **Other Duties**

- Perform additional tasks as assigned to support Village operations.

#### **Qualifications**

- High school diploma or equivalent; Office Administration training considered an asset
- 1–2 years of administrative or customer service experience
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Experience handling payments, posting receipts, or cash balancing is an asset
- Strong communication and customer service skills
- Excellent organizational skills with attention to detail
- Ability to manage multiple tasks in a busy front-office environment
- Experience with creating work orders or using municipal software is an asset
- Ability to work with discretion and maintain confidentiality

#### **How to Apply**

Interested candidates should submit a cover letter and résumé to the Village of New Minas Administration Offices (9498 Commercial Street, New Minas, Nova Scotia) or by email to [cao@newminas.com](mailto:cao@newminas.com) clearly outlining their relevant qualifications and experience.

**Applications will be accepted until the position is filled.**