

Administrative Assistant – Planning and Development

The Administrative Assistant – Planning and Development is a fast-paced position responsible for coordinating the front office operation of the Planning and Development Department, including greeting residents, answering telephone and email inquiries, processing mail, maintaining an inventory of supplies and equipment, and establishing and maintaining a filing system. This position will be providing administrative support to Planning, Bylaw, and Inspection services.

This position will require a person with effective communication and organizational skills. Ability to use and assist others in the use of Microsoft Office, including Word, Excel, and SharePoint is mandatory. Ideally, this person will have education and experience in business or office management, but we will provide training, as we believe in mentorship and growth.

With a strong focus on work-life balance, Region of Queens Municipality offers a competitive benefits package, Defined Benefit Pension Plan, diverse career opportunities, modern facilities, and an innovative, continuous improvement culture.

The salary range for this position is \$42,334 - \$51,457, determined by education and experience. We thank all applicants for their interest; however, we will only contact those selected for an interview. To apply, please submit a detailed cover letter and resume by **Monday, April 15, 2024**, to the undersigned:

Angela Green
Administrative Assistant - Administration
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Region of Queens Municipality understands the value of diversity in our communities and our staff. We continuously strive to be a diverse and inclusive workforce. As such, we are committed to offering equal employment opportunities based on qualifications and performance and free from discrimination because of age, race or ethnic origin, religion, sex, sexual orientation, disability, family status or other protected characteristics in accordance with the Nova Scotia Human Rights Code. During the recruitment process, applicants have the right and are encouraged to request an accommodation should they require it.