



Executive Assistant – Job Posting

The town of Rothesay is seeking a dedicated professional to provide senior-level administrative support to the Town Manager.

Duties include but are not limited to, maintaining work schedules and calendars, preparing, and reviewing correspondence, preparing reports, checking background information and research, taking minutes and transcribing notes, record and document management and drafting both internal and external correspondence.

The Executive Assistant is required to maintain confidentiality and professionally interact with employees, management and the public. Other duties shall be assigned as necessary.

Qualifications for this position include excellent verbal and written communication skills, proficiency with MS Office suite, ability to work with confidential information, ability to take initiative and problem solve, strong attention to detail, ability to multitask and prioritize in a fast paced environment and ability to work independently with minimal direction. The working hours for this position are Monday-Friday 8am-4:30 p.m. Part time candidates will also be considered. Please indicate on your application whether you prefer full-time or part-time hours.

Interested candidates should apply in writing to:

ashleyburchell@rothesay.ca

Rothesay

70 Hampton Rd.

Rothesay, NB E2E 5L5