



Municipality of the District of St. Mary's  
Employment Opportunity  
**Administrative Assistant – Casual/Part Time Position**

The Municipality of the District of St. Mary's is seeking an individual for the position of **Administrative Assistant – Part Time/Casual**. The location of work will be at the Municipal Administrative Office, 8296 Hwy 7, Sherbrooke. This position is classified as a part time/casual employment with the initial term beginning ASAP with full time hours, Monday to Friday, 8:30am to 4:00pm, 35 hours per week running until Friday, February 16<sup>th</sup>, 2024 with possibility of extension. Hours will vary after the initial term depending on position needs/demand.

The Casual Administrative Assistant will provide backup to the Cashier/Receptionist in their absence and be the first point of contact for the public, including performing secretarial/data entry, processing payments, answering telephone calls, invoicing, etc.

High School Diplomas or equivalent, along with basic math, reading and writing skills are required along with customer service skills. The successful candidate must have a clean criminal record check, bondable and clean credit record. A copy of the full job description is available at [www.saint-marys.ca](http://www.saint-marys.ca).

The pay rate for the position will be \$19.00/hr. plus vacation pay.

The Municipality appreciates all applications, however only those selected for an interview will be contacted.

Position will be advised until filled. Please submit applications including a cover letter and your resume with three references to:

Marian Fraser, Director of Finance/Treasurer  
Municipality of the District of St. Mary's  
PO Box 296, Sherbrooke, Nova Scotia, B0J 3C0  
Phone: 902-522-2049 Email: [marian.fraser@saint-marys.ca](mailto:marian.fraser@saint-marys.ca)