



Join us in Arcadia, where natural beauty meets community spirit in the heart of New Brunswick!

Named for its unspoiled wilderness and breathtaking landscapes, Arcadia is home to over 3,700 residents, blending rural charm with friendly village vibes. Our stunning backdrop of the Wolastoq (Saint John River), Grand Lake, Washademoak Lake and the Jemseg River sets the stage for endless outdoor adventures, from tranquil boat rides to exploring lush flora and fauna.

Behind this idyllic setting lies a municipality buzzing with activity and opportunity. With a combined operating and capital budget surpassing \$5 million and a dedicated team of 12 full and part-time employees, we ensure the smooth functioning of municipal services. From our five fire stations to managing wastewater systems, community centers, wharves, and parks, we take pride in maintaining over 380 kilometers of roads across our 821 sq. km expanse.

Arcadia isn't just a place to work—it's a place to call home. Join us in shaping the future of our welcoming community as our Administrative Assistant and help us continue to thrive and grow.

How to Apply

Interested parties can find a detailed job description below. To explore this opportunity please apply via email with a resume and cover letter by **April 1, 2025**, or sooner to dan.gilman@arcadianb.ca.

The village of Arcadia is an equal opportunity employer.

We thank all applicants, however, only those selected for an interview will be contacted.

Administrative Assistant Job Description, Municipality of Arcadia

ABOUT THE ROLE:

- Reporting to the CAO, the Administrative Assistant is responsible for coordinating and performing a variety of administrative tasks and provides administrative assistance and communication activities to the management team to ensure compliance with policies and statutes.

ROLES AND RESPONSIBILITIES:

- The following list of duties is intended to describe the several types of work that may be performed and is not intended to be an all-inclusive list of responsibilities.
- Provides direct administrative and clerical functions to the CAO and other members of Arcadia's leadership team as directed.
- Receives, screens, and redirects all inbound telephone calls, emails, and visitors for the municipal office.
- Provides customer service for the municipal office, answers inquiries from residents and directs them to the proper sources of information
- Greets and serves the public, Councillors, consultants, contractors etc. in a courteous manner
- Processes incoming/outgoing mail and documents and arranges for courier services.
- Coordinates and schedules bookings and agreements for municipal properties.
- Coordinates and schedules various contractors across the municipality and tracks their progress of services provided
- Updates and maintains the Arcadia website ensuring all the information is accurate and up to date. Oversees the website calendar and promotes municipal activities leading up to events and programs.
- Organizes, scans, indexes, and classifies active and inactive paper or electronic documents and data for operational files, administrative files, and registries.
- Handles administrative requests and queries from the CAO, staff and Council as required.
- Processes payments and issues receipts for accounts owing to the municipality.
- Organizes and schedules appointments and meetings.
- Assists in maintaining cloud-based records management system throughout all departments in accordance with municipal policy and industry best practice.
- Serves on internal committees as required.
- Prepares meeting room(s) for meetings.
- Maintains the security of keys to the municipal office, other buildings and facilities.
- Maintains the security of codes (usernames and passwords) to software applications and other electronic systems.
- Is responsible for storing, ordering, and maintaining office supplies, flags and other official assets of Arcadia.
- Performs other related duties as assigned by the CAO.
- Is available to work a flexible work schedule outside the normal work schedule to accommodate meetings and special events.

KNOWLEDGE, TRAINING AND QUALIFICATIONS:

- Courtesy, discretion, and compassion when dealing with the public.
- Strong knowledge of office procedures and practices.
- Working knowledge of municipal government functions and procedures considered an asset.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Powerpoint) as well having an interest in learning other software programs such as Office 365, SharePoint, Microsoft Teams and QuickBooks Online
- Working knowledge of social media platforms is considered an asset.
- Working in previous front-facing/customer service positions is considered an asset.

EDUCATION:

- A post-secondary education in Office Administration or other related discipline.
- A minimum of two (2) years customer service and administrative experience involving contact with the public.
- A combination of experience and education may be recognized and be commensurate with the level of remuneration.

SKILLS AND COMPETENCIES:

- Strong oral and written communication skills.
- Strong interpersonal skills.
- Keen attention to detail.
- Self-motivated
- Ability to multi-task, dealing with frequent interruptions and competing priorities.
- Ability to establish effective working relationships and be a team player.
- Proven organizational and time management skills with the ability to prioritize tasks and work under deadlines.
- Ability to maintain a high degree of professionalism, exercise discretion and maintain strict confidentiality.

COMPENSATION:

- Salary: \$38,204 to \$49,025 annually
- Pension
- Health & Dental coverage