

Administrative Assistant



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of ***Administrative Assistant!***

We're looking for a dynamic individual ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization and our community.

Reporting to the Director of Planning & Inspection Services, the Administrative Assistant is responsible for the administrative needs of the Planning & Inspection Services team.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.

Primary Responsibilities

- Minute-taking, preparation of agendas, update work plans;
- File management (physical and electronic);
- Coordinate and schedule departmental meetings;
- Website management related to assigned committees;
- Experience in updating and tracking legal documents;
- General administrative duties, including responding to phone calls and emails, scanning, filing and photocopying;
- Sort and distribute incoming mail and prepare outgoing mail;
- Prepare draft correspondence, presentations, reports and spreadsheets;
- Respond public inquires and/or direct to the appropriate service area;
- Other related duties as assigned by the Director of Planning & Inspection Services.

Candidate Profile

Education and Experience

- Grade 12 or equivalent with post-secondary diploma in Office Administration, or equivalent related education or experience.
- A minimum of one-year office administration experience.

Knowledge, Skills, Abilities

- Strong knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word, Excel, PowerPoint, SharePoint and Adobe.
- Exceptional organizational and time management skills.
- Exceptional skills in research.
- Ability to communicate effectively.
- Motivated and enthusiastic team contributor.

Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan, including a pension plan (8% employer & 8% employee match)! Salary will be Level 4 (\$26.71/hr - \$31.85/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening hours will be required.

For a detailed job description please click [here](#).

Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca by **4:30pm Friday December 12, 2025**

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following: Reference/Employment Verification, Criminal Background, Vulnerable Sector and Education.

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

