



Village of New Maryland
Development Service Department – Administrative Assistant

The Village of New Maryland is currently accepting applications for the full-time position of **Administrative Assistant**.

Reporting to the Village's Building Inspector/Development Officer, the incumbent will be part of our Development Services Department team and will serve as administrative support staff to the department in its roles: to ensure compliance with relevant municipal, provincial and federal codes and by-laws; and to support the growth and development objectives of Council through coordination of development planning, applications and review processes.

The primary functions will be to perform general secretarial duties and to assist in managing administrative workloads, achieving operational efficiencies and supporting the department and other staff in the advancement of various priorities and initiatives of Council and its committees. A detailed job description is available at www.vonm.ca.

The ideal candidate will possess a post-secondary diploma or certificate in Office Administration, or equivalent training in that discipline. Bilingualism will also be considered an asset.

Remuneration and benefits are competitive and in compliance with the Village of New Maryland organizational policies and practices. Salary range for this position is \$39,295 - \$46,312.

Applications, including a detailed resume with 3 references, may be submitted no later than **4:30 p.m. on Friday, March 13, 2020** to:

Cynthia Geldart, Chief Administrative Officer
Village of New Maryland
584 New Maryland Highway, New Maryland, NB, E3C 1K1,
or may be emailed to cynthia.geldart@vonm.ca.

Applications via fax will not be accepted. The Village thanks all applicants for their interest, however only those selected for an interview will be contacted.