We're Hiring

Administrative Assistant

If you're up to the challenge of working in a fast-paced municipal environment and consider yourself a 'team player' – this may be the position you've been looking for. The Town of Stephenville is looking for an energetic and capable Administrative Assistant.

Candidates must have successfully completed studies in secretarial science, administrative studies, word processing (or equivalent), and some workplace experience is preferred (especially in the municipal field). First and foremost, we want someone who values a challenge and wants to work with the Town of Stephenville and be part of our exciting team going forward.

So, if you'd like to challenge yourself and are interested in working in the busy municipal world, and are genuinely interested in the exciting future the town has, why not drop us a line? Tell us what you have to offer. We'd love to hear from you. Let us know how you can contribute to the growth of Stephenville as an Administrative Assistant. We'd like to discuss with you further how you feel you can contribute to the team.

There is a competitive wage package provided and details of pension and health benefits will be shared with applicants upon request and more details will be shared with those selected for interview. This is a unionized position.

A copy of a detailed job description will be provided to all candidates selected for an interview. Applicants are to submit electronic applications only and a reply of confirmation of receipt of your application will be provided to you.

Applications should be forwarded as follows:

<u>JW Consulting Associates</u>
Administrative Assistant - Stephenville
Email: cet@nl.rogers.com

Deadline for receipt of applications is 4:00 p.m. <u>Friday, March 8, 2024 NST and interviews will take place the following week.</u> Please include a cover letter, current resume outlining your qualifications for this position, and at least two (2) professional references. A *Certificate of Conduct* will be required of the successful nominee.