



**Town of Antigonish
Administrative Assistant to CAO and
Director of Recreation
(Maternity Position)**

The Town of Antigonish invites applications for the position of Recreation/Administrative Assistant which is an eleven (11) month maternity term. This position reports directly to the Antigonish Town CAO and the Recreation Director.

This position works closely with both the Administration and the Recreation Departments. The Recreation/Administrative Assistant provides reception and customer service for all clients who enter Town Hall. The position is also responsible for the updating of the Town's web-site and Social media.

The successful candidate must have University or Community College degree/diploma in Recreation, Business Administration or Executive Assistant training. The successful candidate must also have a good knowledge base with a variety of software programs including Microsoft (Word, Excel, Publisher), WordPerfect, Adobe, Outlook Messenger, Internet and Social Media.

For a more detailed job description, please visit the Town of Antigonish web-site at www.townofantigonish.ca

Please forward letter of introduction and résumé by Friday, January 20, 4:30 pm to:

Stephen Feist, CAO Town of Antigonish,
274 Main St., Antigonish, B2G 2C4
or email: sfeist@townofantigonish.ca