



THE MUNICIPALITY OF THE COUNTY OF RICHMOND  
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

OPEN TO: Post-Secondary Students  
POSITION: **Administration (1 position available)**  
LOCATION: Municipal Office  
SALARY: \$13/hour - 35 hours per week – (June 18<sup>th</sup> to August 24<sup>th</sup>)

**RESPONSIBILITIES:**

The Administration student will report to the CAO/Municipal Clerk and will be responsible for performing administrative functions associated with the operation of the department, such as updating and standardizing documents, answering calls, researching policy information, working on terms of reference for Committees of Council, organizing documents and files etc.

**REQUIREMENTS:**

Must be a mature Post-Secondary Student during 2017-2018 and must be returning in the fall of 2018.

- Excellent interactive and teamwork skills;
- Must be honest, trustworthy, and maintain a high level of confidentiality;
- Must have excellent computer skills and be proficient in Microsoft Word and Excel;
- Strong communication skills and interpersonal skills;
- Strong attention to detail;
- Ability to work with limited supervision;
- Experience working with report writing, detailed documents, policy development and terms of reference, would be an asset

Applications in the form of a cover letter and resume will be accepted until 4pm on Friday, June 8th, 2018.

Applications should be directed to: (Via Mail, Email)

**Yvonne Boudreau, Municipal Clerk**  
Municipality of the County of Richmond  
PO Box 120, 2357 Highway 206  
Arichat, NS B0E 1A0  
yboudreau@richmondcounty.ca