Employment Opportunity

Department: Recreation
Position: Administrative Assistant (Full time)
Reports To: Director of Recreation
Projected Start Date: December 2025
Job Number: 1100-1109

Posting Date: November 17th, 2025
Closing Date: December 1st, 2025, Time: 1:00 pm. (Late submission may not be accepted.)

We are currently accepting applications for an Administrative Assistant Position in our Recreation Department. The Administrative Assistant will report to the Director of Recreation. They will present a positive and professional image of the town office and senior management team, visitors, suppliers, enquiries, and all members of the public. The incumbent will assist with developing and maintaining effective communication and working relationships with the CAO, Mayor, Council, employees, and volunteers.

The Administrative Assistant is a diligent and detail-oriented team player who is responsible for receptionist duties as well as a wide variety of administrative support of the senior management team, Mayor and Council and other Town of Hampton employees. The Administrative Assistant shall possess a friendly and professional demeanor with the ability to uphold a high level of confidentiality while interacting with employees, management, Council, and the public

Interested individuals can receive a copy of the full job description on our website, hampton.ca. Please provide a cover letter with your resume and include the job number. Resumes can be submitted to hr@hampton.ca, or dropped off at the Town Hall at 648 Main Street, Hampton, NB.

The Town of Hampton reserves the right to require criminal record checks and drivers' abstracts upon hiring.

Applications will be accepted until 1:00pm on December 1st, 2025.

We appreciate your interest in our employment opportunities; however, only successful candidates will be contacted.

Sherman St. Germain
Director, Finance & Human Resources

Posted November 17th, 2025

HAMPTON

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

RECREATION

Job Summary:

The Administrative Assistant is a diligent and detail-oriented team player who is responsible for receptionist duties as well as a wide variety of administrative support of the senior management team, Mayor and Council and other Town of Hampton employees. The Administrative Assistant shall possess a friendly and professional demeanor with the ability to uphold a high level of confidentiality while interacting with employees, management, Town Council, and the public.

Primary Relationships:

The Administrative Assistant will report to the Director of Recreation. They will present a positive and professional image of the town office and senior management team, visitors, suppliers, enquiries, and all members of the public. The incumbent will assist with developing and maintaining effective communications and working relationships with the CAO, Mayor, Council, employees, and volunteers.

Duties & Responsibilities:

- Provide direct administrative and office management support to all members of the management team, as directed.
- Receive, screen, and redirect all inbound telephone calls, emails, and visitors for the town office.
- Review, evaluate, and distribute incoming mail, emails, applications, submittals, legal documents, and inquiries, and prioritize information received for director, Mayor/Council, committees, and senior management and department team members.
- Using the department registration software, process registrations for public programs as well as back end administrative tasks.
- Maintain work schedules and calendars of senior management, including Mayor and Council and department team members, if needed.

- Prepare travel schedules, book travel arrangements, and make reservations for senior management staff, department team members, including Mayor and Council, if needed.
- Coordinate and manage accounting duties under the direction of the Department of Finance, working with the finance department including, but not limited to. Accounts receivable (receipting) using various town accounting programs and coordinating with various town staff/departments.
- Coordinate, organize and manage the internal filing system under the direction of the Director of Communications and Legislative Services supporting all members of the senior management team.
- Assist with coordinating logistics of senior management team programs including meetings, seminars, workshops, special projects, and events.
- Work with department committees as required to provide administrative support including such duties as minute taking, agenda, meeting notices, ordering supplies, etc.
- Using the department registration software, assist with coordinating and scheduling the Recreation facilities and other relevant spaces in the town of Hampton including document collection and billing.
- Review documents, reports, and correspondence prepared by senior management and/or other town representatives for signatures for format, content, grammar, spelling and make edits as necessary.
- Prepare draft reports, background documentation, and research.
- Coordinate office activities.
- Maintenance of office environment such as kitchen, board room, conference room and council chambers as needed.
- Troubleshoot and/or escalate office administration issues.
- Facilitate communications from senior management team, department team members and department director and staff, business leaders, and project managers.
- Prepare/assist in the preparation and review presentations.
- Other duties shall be assigned as required.

Requirements:

- Completion of post-secondary education with job-related courses (i.e., Administrative Professional Program) or equivalent combination of education and experience.
- Three to five years' experience in an Administrative Assistant role (or equivalent) preferred.
- Strong knowledge of office procedures and practices
- Strong attention to details and able to work in a fast-paced environment
- Proficient with Microsoft Office Suite (Outlook, Teams, Word, Excel, Power Point) as well having a strong aptitude and interest in learning the software programs specific to the Town of Hampton (i.e., Filing, Adobe, and Amilia SmartRec).
- Resourceful, flexible and can multi-task.
- Proven organizational and time management skills.

Working Conditions:

- Regular 37.5 hours per week / 8:00 – 4:30 pm / Monday – Friday
- Ability to attend meetings and assist with presentations.
- Overtime/Flextime as required.

- Interacts with employees, various management levels and the public at large.
- Travel may be required.

THE ABOVE JOB DESCRIPTION REFLECTS THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPAL FUNCTIONS OF THE POSITION IDENTIFIED AND SHALL NOT BE CONSTRUED AS A DETAILED DESCRIPTION OF ALL THEWORK REQUIREMENTS THAT MAY BE INHERENT WITH THE POSITION.