



ADMINISTRATIVE ASSISTANT

Town Hall

Interested applicants, provided they meet the eligibility, should submit a resume to Tory Allison, Human Resources Coordinator, prior to the posting expiry date. Please submit via email to hr@hampton.ca, in person at the Town Hall (front office) or to PO Box 1066, Hampton, NB, E5N 8H1

Job Title:	Administrative Assistant – Town Hall Permanent (Full-Time)	Reference Job # 2800-100
Reports To:	Executive Assistant to the CAO	
Salary Range:	Level 2 (Range \$46,318 - \$62,666)	
Posting Date:	June 17, 2026	
Posting Expiry Date:	July 6, 2026, at 1:00 pm	
Anticipated Start:	Mid to late July 2026	
Job Summary:	<p>The Administrative Assistant will report to the Executive Assistant to the CAO. They shall possess a positive and professional demeanor with the ability to uphold a high level of confidentiality while interacting with employees, management, Town Council, and the public. The incumbent will assist and partner with other administrative team members, ensuring there is effective administrative support for the senior management team.</p> <p>This role provides a wide range of administrative support, including front desk responsibilities such as managing calls, mail, and emails from the general Hampton inbox, as well as assisting visitors by responding to inquiries or directing them appropriately. You will be the first point of contact for many Hampton-related inquiries. This role also includes maintenance of office environments, such as the kitchen, board room, and council chambers as needed, ensuring they are prepared appropriately for functions and meetings.</p> <p>Please see the attached job description for more detail of the role responsibilities.</p>	
DETAILED JOB DESCRIPTION ATTACHED		

TOWN OF HAMPTON

JOB DESCRIPTION



ADMINISTRATIVE ASSISTANT

Town Hall

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 for the senior management team, Mayor and Council and other Town of Hampton employees. The Administrative Assistant shall possess a positive 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 Executive Assistant to the CAO. They will serve as the first point of contact for all visitors and individuals with telephone inquiries, presenting a positive and professional image of the town office to visitors, suppliers, and members of the public. The incumbent will assist and partner with other administrative team members ensuring there is effective administrative support for the senior management team.

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.
- Order, track, and maintain office supplies, ensuring stock levels are adequate and supplies are readily available for staff.
- Prepare and draft correspondence and letters for senior management, ensuring accuracy and professional presentation.
- Review, evaluate, and distribute incoming mail, emails, applications, submittals, legal documents, and inquiries, and prioritize information received for directors, Mayor/Council, committees, and senior management and department team members.

- Maintain work schedules and calendars of senior management, including Mayor and Council and department team members, when requested.
- Prepare travel schedules, book travel arrangements, and make reservations for senior management staff, department team members, including Mayor and Council, if needed.
- Perform basic accounts receivable work related to providing receipts to community members making payment at town hall. Other accounting tasks may be assigned from time to time.
- Coordinate, organize, and manage the internal filing system under the direction of the Clerk and Executive Assistant to the CAO, 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, preparing agendas, meeting notices, ordering supplies, etc.
- Assist with coordinating and scheduling the town Hall and other relevant facilities in the town of Hampton.
- Prepare and/or review documents, reports, and correspondence from senior management or town representatives for signature, ensuring accuracy in format, content, grammar, and spelling, making 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.
- Support communications as required for senior leaders, and other team members.
- 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 a Administrative Assistant role (or equivalent) preferred.
- Strong knowledge of office procedures and practices
- Strong attention to details
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Powe Point) as well having a strong aptitude an interest in learning the software programs specific to the Town of Hampton (i.e., Filing, Adobe, and accounting programs).
- 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 including outside normal working hours.
- 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.