

Administrative Assistant

Cavendish Farms Wellness Centre

Town of Three Rivers, PEI

The Town of Three Rivers is currently accepting applications for a full-time Administrative Assistant at the Cavendish Farms Wellness Centre. This position plays a key front-line role in supporting the day-to-day administrative, financial, and customer service operations of one of Eastern PEI's busiest recreational facilities.

About the Role

Reporting to the Arena & Recreation Facilities Manager, the Administrative Assistant serves as the primary point of contact for facility users, program participants, staff, and the public. The successful candidate will support facility bookings and scheduling, assist with financial administration, prepare correspondence and reports, and provide general operational support in a fast-paced, community-focused environment.

Key Responsibilities Include

- Managing facility bookings and schedules for ice surfaces, meeting rooms, and event spaces
- Providing professional front-desk, phone, and email customer service
- Preparing correspondence, reports, agendas, and minutes
- Assisting with invoicing, payments, receipting, and accounts receivable
- Maintaining accurate data and records related to facility usage and programs
- Supporting marketing and promotion of programs and facility services
- Coordinating with operations staff to ensure facility readiness for events

Qualifications & Skills

- High school diploma supplemented by post-secondary training in office administration, business, recreation, or a related field
- 1–3 years of related administrative experience (municipal or recreation settings considered an asset)
- Strong customer service, communication, and organizational skills
- Proficiency with Microsoft Office (Word, Excel, Outlook)

- Ability to manage multiple priorities with attention to detail and professionalism
- Ability to handle confidential information appropriately

Working Conditions

- Office-based with regular movement throughout the Wellness Centre, including arena areas
- Occasional evenings and weekends may be required

Compensation

- \$22.12 per hour

How to Apply

Interested applicants are invited to submit a resume and cover letter by February 6, 2026 to:

John Jamieson, CAO

Town of Three Rivers

 [**jjamieson@threeriverspei.com**](mailto:jjamieson@threeriverspei.com)

The Town of Three Rivers thanks all applicants for their interest; however, only those selected for an interview will be contacted.