

Job Opportunity: Administrative Assistant

Location: Town of Three Rivers

Position Type: Full-Time

Wage: \$40,151.71 to \$50,189.63

- The Town of Three Rivers is seeking a dependable and motivated individual to join our team as an **Administrative Assistant** working mainly at the Montague Town office but based on operational needs may work in other Town owned facilities. The Administrative Assistant provides administrative support and technical expertise to achieve municipal objectives. Primary role is as an administrative assistant reporting to the manager; secondary role is to perform the function of receptionist, cashier and provide administrative support to other staff.

Key Responsibilities:

- Develops and maintains an organized filing system of paper and electronic documents for manager's correspondence
- As receptionist responds to all incoming telephone calls and re-directs accordingly or takes messages for the intended receiver. Responds to in-person inquiries and directs the individual to the person best able to respond to their inquiry
- As cashier receives and receipts all monies received from members of the public and prepares bank deposits
- Sorts and distributes mail, front desk duties, answering phones, handle inquiries and forward calls as appropriate
- General typing and filing
- Conducts social media and website updates as required
- Responsible for booking of meeting rooms for all manager related meeting activity
- Prepares presentations, reports, and recommendations as directed by the manager and may prepare presentations, reports, and recommendations for Council, and Standing Committees as directed by the manager

Required Qualifications:

- A minimum of two (2) years of administrative experience
- A degree in Commerce, Business Administration, Public Administration, or College Diploma in Administration, Administrative Assistant, Executive Assistant or other

related discipline. An equivalent combination of education and experience may be considered

- Experience working in a public sector environment would be a strong asset
- Must pass a criminal record check.

To Apply:

Please submit your resume and a brief cover letter to Danielle Herring, Deputy CAO, at dherring@threerivespei.com by 4:00pm, Friday, June 26, 2026.

For more information about the position please visit the Town of Three River's website at;
<https://www.threeriverspei.com/>