



ADMINISTRATIVE ASSISTANT/SPECIAL EVENTS TOWN OF SOURIS

The Town of Souris, with a population of 1,300 people, located in Kings County on the eastern end of Prince Edward Island, welcomes you to apply for the position of **Administrative Assistant/Special Events Co-ordinator**.

Reporting to the Chief Administrative Officer, the successful candidate will provide the Town of Souris with clerical, financial and administrative support; they will also plan, promote and implement a number of special events throughout the year and organize and co-ordinate a range of Town promotions.

Key Qualifications:

The ideal candidate should:

- Be familiar with the principles, practices and functions of municipal finance and administration;
- Have previous knowledge regarding various computer applications, including word processing and computerized accounting systems;
- Enjoy dealing with people on a day-to-day basis and have strong interpersonal and communication skills;
- Be experienced in planning and organizing community events, as well be skilled at recruitment of volunteers; and
- Hold a post secondary diploma in an executive secretarial, office administration, business administration program or related experience.

To apply for this position, please send your resume and cover letter, quoting **File # 09-2010 – T.O.S. Admin/Events**, using **one** of the following methods:

E-Mail: town@sourispei.com

FAX: 902-687-4426, or

Mail: Town of Souris, 75 Main Street, P.O. Box 628, Souris, PEI, C0A 2B0

Applications will be received until **12 noon, Wednesday, September 15, 2010**.

Salary will be negotiated based on experience.