

R.M. OF CANWOOD NO. 494

MUNICIPAL ADMINISTRATIVE ASSISTANT

The R.M. of Canwood No. 494 is currently inviting applications for a part-time Administrative Assistant to provide support to the Municipal Office for a one-year term.

General Duties:

- Attending to inquiries in person, on the telephone and by written communication.
- Maintaining confidential records and files.
- Maintaining an adequate inventory of office supplies.
- Communicating with ratepayers, council members, utility companies, government agencies, contractors, suppliers and fellow staff members.
- Responsibilities may change with experience of successful candidate

Qualifications:

- Completion of Grade 12.
- Certificate in a business-related program from a recognized college or equivalent training and experience.
- Proficiency with Microsoft Office programs.
- Knowledge in basic accounting principles and practices.
- Excellent communication skills, both verbal and written.
- Ability to deal effectively with the general public and to work independently.

The municipality offers a competitive salary and benefit plan in accordance with qualifications and experience. Qualified individuals are invited to submit a resume and cover letter detailing how their qualifications match those listed above by **4:00 p.m., Wednesday, June 26, 2019.**

R.M. of Canwood No. 494
Box 10, Canwood, SK S0J 0K0
Phone: 306-468-2014
Email: rm494@sasktel.net

The R.M. of Canwood No. 494 thanks all applicants; however, only candidates interviewed will be contacted.