

Rural Municipality of Milton No. 292

Rural Municipality of Antelope Park No. 322

Village of Marengo

EMPLOYMENT OPPORTUNITY – OFFICE ASSISTANT

Applications will be accepted for ONE full-time position of Office Assistant in this joint administration office.

Duties include (but are not limited to):

- Payment receipting/AR invoicing/Payable entries
- Front reception duties, including ordering supplies
- Answer and direct phone calls, and respond appropriately to inquiries
- Administrative support to the Administrator/Assistant Administrator
- Data entry into municipal software programs and databases
- Drafting of correspondence and office documents, including notices
- Filing, mailing, and archiving
- Assist with hail roll completion and forms
- Assist with elections
- Process, handle, and deliver mail received through the Canada Post dealer outlet located in the municipal office and balance income.
- Sale of hunting and fishing licenses
- Website maintenance
- Any other duties as assigned by the Administrator

The successful applicant will demonstrate excellent communication, organizational, public relations, and computer skills. Previous experience with Microsoft Office is a requirement. Bookkeeping or accounting experience is considered an asset. The successful applicant must be able to work independently and be able to quickly learn new concepts and procedures.

Interested applicants are invited to forward their resume, including education, experience and references to the Administrator by **4:00 pm on February 20th, 2024 to:**

In Person: 20 1st Ave N Marengo SK

By Mail: Box 70 Marengo, SK S0L 2K0

Fax: (306) 912-8922

Email: rm292.rm322@sasktel.net

The councils thank all applicants for their interest. Only those applicants selected for interviews will be contacted. Please phone the office with any questions (306) 968-2922.