

Rural Municipality of Blaine Lake No. 434

Office of the Administrator

Box 38, Blaine Lake, Saskatchewan, S0J 0J0
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Email rm434@sasktel.net

The Rural Municipality of Blaine Lake No. 434 is accepting applications for a **temporary, part-time Office Assistant** with an immediate start date. The office is located in the Town of Blaine Lake, Saskatchewan and is jointly shared with Town administration.

The Office Assistant will report directly to the RM Administrator, and will be responsible for office duties of the municipality in accordance with policies established by council and the Municipalities Act and Regulations. The completion of some upcoming projects will be included in the responsibilities as well.

Applicants will require the following skills: a high level of computer literacy (Microsoft Word, Excel, Outlook, managing a webpage, etc.); experience with Munisoft software; customer service, excellent communication, critical thinking, public relations, time management, accurate data entry, and the ability to work under strict timelines is definitely an asset.

The salary range is dependent upon experience and qualifications of the successful applicant. Please include your salary expectations with your application.

Interested candidates are requested to submit a detailed resume including: qualifications, past and present work experience, salary expectations, three work related references, and their workweek availability/flexibility. A driver's license would be an asset, but is not required.

A current criminal records check will be required by the successful candidate, as well as being bondable.

The position will remain open until a suitable candidate is found. We thank all applicants, but only those selected for an interview will be contacted.

For more information or to submit your application, please email: rm434@sasktel.net or visit the office in person at 301 Main Street.

Our current office hours are: Mon-Thu 9:00am – 4pm;
CLOSED Fridays/Weekends/Statutory Holidays
(Closed for lunch daily from 12:00 – 1:00pm)