



Town of Blaine Lake
Office Assistant Job Description - Full Time Permanent
Work Schedule: 40 Hours per week Salary: Negotiated on Experience

Education and Experience.

The position requires Grade 12, with preference given to candidates who have completed a post-secondary office administration program or have experience working in an office environment.

Office Duties

- Provide general reception including answering phone calls.
- Serve ratepayers and visitors to the Town Office
- Collect payments and provide receipts.
- Process Utility Account Changes & Updates
- Enter Meter Readings, issue Utility Bills
- Accounts Payable – enter invoices
- Payroll Prep & Entry in AP Program
- Update Tax Program – Change of Ownerships, Customer Information Updates
- Development & Building Permits – providing information, assisting customers and spreadsheet tracking
- Bylaw Enforcement – assisting BEO, sending letters, collections and tracking actions
- Promote Local Tourism – Maintain displays, information on local attractions and events, update Website

BLCA Support Position to provide Treasurer/Secretary services

- Pay bills, invoices as directed by BLCA
- Track finances and prepare reports for BLCA Meetings
- Apply for and manage Grants on behalf of BLCA – Lotteries, CRAG, etc
- Book Swimming lessons
- Attend BLCA Meetings and prepare Agendas and Minutes

EMO

- Develop and Maintain EMO Plan
- Coordinate training for EMO Volunteers
- SaskAlerts
- Other duties as assigned.

General:

- Be honest and bondable.
- Conduct oneself in a professional manner which will enhance the integrity, dignity and honour of the Town of Blaine Lake.

To apply, please send resume with references and contact information to:

Town of Blaine Lake
Box 10, 301 Main Street
Blaine Lake, Sk S0J 0J0
Email: blainelake@sasktel.net
Ph: 306 497 2531