



Town of Blaine Lake

Come Join our Team!

Administrative Assistant

Date Posted: July 29, 2025

Employment Term: Permanent Position

Wage: Based on Experience

Deadline: August 15, 2025

The Town of Blaine Lake is seeking a dynamic and detail-oriented individual to join our team as an Administrative Assistant.

Blaine Lake is a vibrant growing community in commuting distance of Martensville, Warman, Saskatoon, North Battleford and Prince Albert with an aggressive growth strategy. Excellent amenities include a strong business district, daycare, outstanding volunteer committees, arena, curling rink, golf and disk golf course, medical clinic, K-12 public school and in close proximity to multiple lakes, resorts, campgrounds and nature areas.

Core Function:

Reporting to the Chief Administrative Officer, this position plays a crucial role in supporting the day-to-day operations of the municipal office by completing data entry, processing financial information, providing customer service, social media/web updates and administrative support.

Qualifications:

- Proficient computer skills, including municipal financial accounting software such as Munisoft as well as Microsoft Office, including word, excel, power point & outlook.
- Accounting or Office Administration Diploma, certificate or equivalent formal training.
- Ability to provide a high level of customer service.
- Excellent communication and interpersonal skills.
- Ability to handle tasks with confidentiality and discretion.

- Detail-oriented with strong organizational and multitasking abilities.
- Municipal experience would be an asset but is not a requirement.

The Town of Blaine Lake offers a comprehensive benefit package through SUMA (Canada Life) and an excellent pension (benefit-pension package) through Municipal Employees Pension Plan.

Preference will be given to someone who possesses or is willing to obtain a Standard Certificate of Certification and there is a succession plan in place for an opportunity for advancement in the organization.

Please submit Cover Letter, Resume, Salary Expectations, and References by August 15, 2025 to:

**Town of Blaine Lake
Box 10
Blaine Lake, SK S0J 0J0**

Email: cao@blainelake.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted.