

Office Assistant

The RM of Meadow Lake no. 588 invites applications for the position of Office Assistant. The successful candidate will report to the Director of Corporate Services.

Key Responsibilities Include:

- Reception duties such as answering phones, ordering supplies, drop off and pick up mail, and filing
- Assist rate payers with inquires and permits
- Organize office supplies, bulletin boards, and counter tops
- General banking such as deposits and cash counts
- Update tax/property information as needed
- Website maintenance
- Update PubWorks as needed
- Other duties as assigned by the Director of Corporate Services

Requirements:

- Grade 12 education or equivalent
- A college certificate/diploma in accounting, business, or office administration
- Experience in local government administration an asset
- Must possess strong oral and written communication skills
- Must have strong interpersonal skills and the ability to deal with complaints and issues in a professional courteous manner
- Must maintain confidentiality and abide by the RM's code of conduct
- Must have a valid drivers license and be bondable

All interested applicants are invited to submit their resume, in confidence to:

RM of Meadow Lake No. 588
Attention: Carmen Dabels
203-Hwy 4 NW
Box 668, Meadow Lake, SK S9X 1Y5
Fax: (306)236-3115
Email: rm588corp@rmml.ca