

RURAL MUNICIPALITY OF CHESTERFIELD NO. 261

ADMINISTRATIVE ASSISTANT POSITION

The Rural Municipality of Chesterfield No. 261 located in Eatonia Saskatchewan invites applications from qualified persons to fill the position of Administrative Assistant providing coverage for a maternity leave.

The Administrative Assistant is to provide support to the RM Administrator in the daily management of the municipality operations. This includes, but not limited to the following duties: accounts payable and receivable, assessment and taxation, dealing with public in person and on the telephone, and general office duties.

The preferred candidate will possess a minimum Class "C" Certificate but will also consider applicants who do not currently possess a Class "C" Certificate.

Candidates should be able to demonstrate:

- Excellent oral and interpersonal communication skills
- Excellent customer service skills
- Excellent telephone manner
- Ability to manage multiple tasks effectively and efficiently
- Effective time management skills
- Accuracy and proficiency in computer and keyboard skills (Excel, Word, Outlook, internet)

The Rural Municipality offers a comprehensive benefits package. Salary is dependent upon qualifications and experience. Interested candidates are invited to submit a covering letter, copy of certificate(s) and a resume. These must include education, experience, certification held, expected salary and current references.

Applications for this position will be received until the position is filled. Please forward your application package to:

RM of Chesterfield No. 261
Box 70
Eatonia SK
S0L 0Y0
Email – rm261@sasktel.net

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.

