

ADMINISTRATIVE ASSISTANT POSITION

The Town of Eatonia invites applications from qualified persons to fill the position of Administrative Assistant.

Eatonia is a progressive community located in southwest Saskatchewan with a population of approximately 498 people. The community has a variety of amenities such as a K-12 school, outdoor pool, arena, bank, grocery stores and much more.

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

Preference will be given to applicants who hold their Urban Standard C Certificate in Local Government Administration or otherwise willing to complete the Local Government Administration courses (through the University of Regina) in a timely manner.

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

Please forward your application package to:

Town of Eatonia

Box 237

Eatonia, SK

S0L 0Y0

Email – eatonia@sasktel.net

Applications will be accepted until the position is filled. Position to begin ASAP.

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