

ADMINISTRATIVE ASSISTANT

The R.M. of Longlaketon No. 219 and Village of Earl Grey are seeking to fill the part-time position of **administrative assistant**.

The following job duties:

- Customer service
- Update the Websites and Facebook
- General knowledge and operation of all office equipment
- Answering phones and directing calls
- Answer general inquiries by phone, email or in-person
- Process incoming and outgoing mail
- Receipting payments
- Bank deposits
- Keep filing system up-to-date
- Manage Village cemetery records
- Utility billing process, A/R billing process, A/P process, reconciliation of accounts
- Keeping office clean – emptying garbage & recycling, vacuuming, etc.
- Other duties as may be assigned by the administrator

Qualifications:

- Grade 12 graduate
- Previous experience in an office environment
- Thorough knowledge of Microsoft Word, Excel and Outlook
- Knowledge with Munisoft programs would be an asset
- The ability to plan, organize, assign, review and to prepare or maintain adequate records and reports.

Please submit resumes stating experience, expected wage and references to:

R.M. of Longlaketon No. 219/Village of Earl Grey
Box 100 Earl Grey, SK S0G 1J0
Email: rm219@sasktel.net

Applications must be received by 4:30 p.m. on August 2nd, 2024

Council wishes to thank all applicants. Only those selected for interviews will be contacted.