

OFFICE ASSISTANT

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

The following job duties:

- Basic Accounting Work:
 - Receipting payments
 - Bank deposits
 - Utility billing process
 - Accounts Receivable billing process
 - Accounts Payable process
 - Reconciliation of accounts
- General Office Work:
 - Customer Service
 - General knowledge and operation of all office equipment
 - Answering phones, directing calls and recording the call
 - Answer general inquiries by phone, email or in-person
 - Process incoming and outgoing mail
- Organizational Work:
 - Keep filing system up-to-date
 - Update the Website and Facebook
 - Manage Village cemetery records
 - Keeping office clean – emptying garbage & recycling, vacuuming, etc.
- Other duties as may be assigned by either Administrator or Assistant Administrator.

Qualifications:

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

Please submit resume stating experience, expected wage, attached application 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 May 13th, 2025

Council wishes to thank all applicants.

Only those selected for interviews will be contacted.

R.M. of Longlaketon No. 219 – Application for Employment

We consider applicants without regard to age, race, color, creed, ancestry, origin, sex, sexual orientation, marital status, family status, record of offences, disability, or other protected status. We assure you that your opportunity for employment with this company depends solely on your qualifications.

PERSONAL DATA

Last Name: _____ First Name: _____

Present Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Are you employed now? _____

Are you legally entitled to work in Canada? _____

Have you worked here before? If yes, when? _____

If hired, when can you start work? _____

Do you have a reliable means of transportation to get to work? _____

Are you bondable? (answer only if relevant to position applied for) _____

Have you ever been convicted of a criminal offence for which a pardon has not been granted? If yes, explain number of convictions(s), nature of offence(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

Are you 18 years of age or older? _____ If under 18, please list age. _____

Do you want to work: Full-time _____ Part-time _____ Temporary _____

What type of work are you interested in doing? _____

EDUCATION

High School: _____ Level completed: _____ Last year attended: _____

College or University: _____ Level completed: _____

Last year attended: _____ Course of Study: _____

WORK HISTORY

List in order starting with your present or last job. Work history is subject to verification

Present or Last Employer:

Address:

Type of Business:

Job Title:

Period Employed: *From (mm/yy)* _____ *To (mm/yy)* _____

Final Salary:

Name of Immediate Supervisor:

Describe Job Duties and Responsibilities:

Present or Last Employer:

Address:

Type of Business:

Job Title:

Period Employed: *From (mm/yy)* _____ *To (mm/yy)* _____

Final Salary:

Name of Immediate Supervisor:

Describe Job Duties and Responsibilities:

Present or Last Employer:

Address:

Type of Business:

Job Title:

Period Employed: *From (mm/yy)* _____ *To (mm/yy)* _____

Final Salary:

Name of Immediate Supervisor:

Describe Job Duties and Responsibilities:

May we contact your present or last employer for refence? ____ Yes ____ No

May we contact your previous employers for reference? ____ Yes ____ No

APPLICATION WAIVER

PLEASE READ CAREFULLY

In exchange for the consideration of my job application by The Rural Municipality of Longlaketon No. 219 (hereinafter called “The Company”, I agree that:

The acceptance of this application shall not serve to create an actually or implied contract of employment, or to confer any right to be or remain an employee of The Rural Municipality of Longlaketon No. 219.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause of dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I understand that in connection with the routine processing of my employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Credit Reporting Act of the provinces or territory of residence.

All personal information collected in the application form and/or through investigation (background checks) is confidential information, will be treated as such and safeguards put in place to protect the information. In addition, the information collected will only be used for the purpose it is collected.

Applicant Signature: _____

Date: _____