

Rural Municipality of Mervin No. 499

EMPLOYMENT OPPORTUNITY

Administrative Assistant – Development and Office Support

Location: Turtleford, Saskatchewan

Position Type: Permanent Full-Time

Opening Date: January 15, 2026

Closing Date: Resumes will be received until a suitable candidate is found.

The Rural Municipality of Mervin No. 499 is seeking an organized, motivated, and detail-oriented Administrative Assistant – Development and Office Support to join our team. This position reports directly to the Chief Administrative Officer (CAO) and provides administrative and clerical support for municipal operations related to planning and development. The role includes assisting with development and building permit applications, maintaining accurate records and resource tracking, and supporting municipal operations.

Key Responsibilities

- Provide administrative support for planning and development functions.
- Track and maintain municipal records related to resource usage.
- Assist with receiving, reviewing, and recording development and building permit applications.
- Maintain organized records, correspondence, and filing systems.
- Provide general administrative support to the CAO and other staff as required.

Qualifications and Skills

- Minimum Grade 12 education.
- Post-secondary training in administration, public administration and/or planning would be an asset.
- Experience in a municipal government or office environment preferred.
- Familiarity with development permitting and planning processes preferred.
- Proficiency in Microsoft Office Suite and general office software.
- Strong organizational, communication, and customer service skills.
- Ability to work both independently and collaboratively in a team setting.

Additional Information

This is a full-time, in-office position based in Turtleford, SK, with occasional travel within the municipality. The position offers a dynamic work environment supporting both day-to-day operations and long-term municipal initiatives.

Application Process

Qualified applicants are invited to submit a resume, with references, and cover letter outlining their experience and qualifications to:

Chief Administrative Officer

Rural Municipality of Mervin No. 499

PO Box 130, Turtleford, SK S0M 2Y0

Email: rm499@rmofmervin.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.