

## EMPLOYMENT OPPORTUNITY ADMINISTRATIVE ASSISTANT

The Rural Municipality of Mervin No. 499 is seeking a self-motivated candidate to fill the role of Administrative Assistant. This is a permanent position reporting directly to the Chief Administrative Officer.

The main function of the Administrative Assistant is to provide support to Organized and Unorganized Hamlets, as well as perform selected administrative tasks which include, but are not limited to, support of all positions of the RM of Mervin administration team, assessment and taxation, accounting, tax enforcement, hamlet utility billing, and inventory control. The successful candidate will work closely with existing office staff in a cohesive team environment.

The ideal candidate should possess the following:

- Excellent customer service skills.
- Experience in dealing with public.
- Excellent computer skills including Microsoft Word, Excel, and MuniSoft software.
- Experience working with utility billings and receivables.
- Ability to prioritize and multi task in a fast-paced environment.
- Must have excellent communication and organizational skills.
- Must be a team player.

The successful candidate will be detail oriented and have an understanding of municipal accounting practices. Preference will be given to those applicants possessing their Local Government Administration Certificate (LGA) or are in the process of obtaining their LGA and previous experience with MuniSoft.

The Municipality offers a comprehensive benefits package including a pension plan. Interested candidates are invited to submit their detailed resumes including three work related references and their salary expectations to:

The Rural Municipality of Mervin No. 499  
c/o Shiloh Bronken  
PO Box 130  
Turtleford, SK S0M 2Y0  
Email: [cao@rmofmervin.com](mailto:cao@rmofmervin.com)

Applications will be reviewed as they are received; however, this opportunity will remain open until a suitable candidate is selected. The Municipality would like to thank all who apply and advise that only candidates selected for further consideration will be contacted.