

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, based on a 4-day work week, reporting directly to the Chief Administrative Officer.

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

The successful candidate will be detail oriented, possess excellent organizational and public relations skills, a thorough knowledge of computers, and 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. Candidates for the position are invited to submit their detailed resumes including education, experience and references by October 18, 2024 to:

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

The Municipality would like to thank all who apply and advise that only candidates selected for further consideration will be contacted.