

RURAL MUNICIPALITY OF FRENCHMAN BUTTE

No. 501



Incorporated

EMPLOYMENT OPPORTUNITY: FULL-TIME OFFICE Assistant

This position is a key role in our RM as it will be the first point of contact. Our RM promotes work/life balance and we are accepting applications for **Full-time Office Assistant** to cover administrative roles within General Administration and assistance to other departments. The Municipal Office is open between 8:30 am – 5:00 pm, Monday – Friday with the main office located a few kilometres north-east of Paradise Hill, Saskatchewan. The RM of Frenchman Butte is progressive and growing, while promoting a positive team environment.

- ✓ Excellent salary compensation grid (with growth built in) ranging from \$18.94- \$27.04 per hour with starting wage depending on education, skill set and experience of the applicant.
- ✓ Excellent benefits including Long and Short Term Disability, Extended Health, Dental Package and MEPP Pension Plan.

The successful individual (s) will possess the following attributes:

- excellent interpersonal and customer service skills to effectively communicate with ratepayers, staff and council;
- organizational and communication skills; in person, phone and correspondence;
- a professional, positive and friendly attitude while taking pride in their work;
- effective skills to work both independently and as part of a team;
- meet deadlines and respond to inquiries in a timely manner;
- self-initiative to stay current with new programs, policies, procedures while being adaptable to change;
- understand and practice confidentiality;
- detail orientated with strong computer program knowledge of Microsoft Word, Excel and Outlook;
- prior municipal and Munisoft experience being an asset but not a requirement.

The successful individual (s) will be involved with the following responsibilities, but not limited to:

- front end reception general administration/clerical duties for General Office and other departments;
- scheduling appointments, meetings and travel;
- provide various information to a wide variety of internal and external contacts;
- assist with the control and maintenance of filing systems;
- day to day accounting procedures, invoicing and preparation, AR journal, general and tax receipting, deposits
- document production including correspondence, proposal requests, reports, contracts, spreadsheets, charts, graphs;
- support other departments, budget processing, legislative processing and annual report preparation;
- maintain various lists, files, databases, spreadsheets, other.

Please send your resume, cover letter and three references as soon as possible to:

JoAnne Yates, Administrator
RM of Frenchman Butte No. 501
P.O. Box 180
Paradise Hill, SK S0M 2G0
Email: rm501@sasktel.net
Fax: (306) 344-4434

For more information contact JoAnne at 306-344-2034 or go to our website www.rmfrrenchmanbutte.ca.

We thank all interested candidates for their applications, however only those candidates selected for interviews will be contacted.

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