

Office Assistant

Village of Leask is Accepting Applications

For a Part time of Office Assistant.

The ideal Candidate would have:

- Excellent written and oral communications skills
- Working knowledge of office equipment
- Efficient in office software and applications
- Able to read and understand the Regulation and Act's required for Municipal office.
- Attention to details.
- Works well as a team and independently
- Customer service skills
- Problem solving skills.
- Understand of the local authority of information and protection act of Saskatchewan.

This is a rewarding position for a person who thrives in a faced paced environment that can get the job completed efficiently and, on a deadline. The reasonability's are as fallows but not limited to answering phone, Addressing visitors to the office, filling, handling bill payments and communications. documents preparation. The office assistant duties depend on the needs of the Village of Leask needs. Must be able to supply criminal record check and be bondable for this position.

Position will remain open until suitable candidate is hired, please forward cover letter and resume to:

Village of Leask

15, Main street, Leask Saskatchewan

Email village.leask@sasktel.net

The Village of Leask would like to thank all that apply for the position.