

R.M of Leask No. 464

EMPLOYMENT OPPORTUNITY

ASSISTANT ADMINISTRATOR

The RM of Leask No. 464 invites applications for a full-time permanent Assistant Administrator in the municipal administration office. The successful candidate may have various types of experience in office assistant administration and possess well developed interpersonal communication and organizational skills. Preference will be given to candidates who possess or is willing to obtain the following:

- Local Government Administration or other Certificate from a business-related program.
- Proficiency with Microsoft Office programs
- Knowledge in basic accounting principles and practices
- Working knowledge of the Munisoft computer system
- Excellent communication skills, both verbal and written
- Ability to deal effectively with the general public and to work independently

The municipality offers a competitive salary and benefits package in accordance with qualifications and experience. The successful applicant start date will be as agreed upon.

Please state salary expected.

Qualified individuals are invited to submit a resume with current references and cover letter detailing how their qualifications match those listed above. **Deadline for applications is 4:00 p.m., Wednesday April 27th, 2016.** Council wishes to thank all applicants, but only those selected for an interview will be contacted.

RM of Leask No. 464
Attention the RM Administrator
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