

One Year Internship Position for Administration Position

Hours of Work:

- Full Time, Monday to Friday
- 8 a.m. to 4:30 with unpaid 1 hour lunch
- Potential Full Time Employment following the year of Internship

Compensation:

- \$42,000 salary per annum with qualification from the Municipal Administrator Internship Program (MAIP)

Qualifications:

- Successful registration in the Municipal Administrator Internship Program
- Have or be willing to obtain a Local Government Certificate from the University of Regina
- Proficient in MS Office applications
- Bondable
- Ability to work with confidential information
- Ability to work well with the public
- Strong willingness to learn
- Excellent written and oral communication skills
- Flexibility with respect to work schedule
- Basic accounting skills are considered an asset

Duties:

- Various clerical and reception duties including receipt processing, preparing bank deposits, responding to queries or requests from the public, etc.
- Monitoring outstanding customer accounts
- Prepare for and attend council meetings, prepare minutes and attend to business arising from the minutes
- Responding to queries from ratepayers regarding development related applications
- Various other duties as directed by the Administrator

Please submit a letter of interest and resume by August 31, 2022.

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