

RM of Dufferin #190 Assistant Administrator Position

The RM of Dufferin #190, is seeking a full-time (37.5 hours per week) Administrative Assistant to work in the municipal office located in Bethune. The Assistant Administrator will be directly responsible to the Municipal Administrator/CAO.

The successful candidate will possess strong organizational skills, strong attention to detail and have a strong aptitude in basic financial principles including the accounting cycle of accounts receivable and accounts payable. As well they will be involved in a broad range of activities such as (but not limited to) formatting, preparing and proofreading letters, forms, memorandums, reports, minutes, spreadsheets, legal documents and other documents of moderate complexity in a municipal office environment.

This position requires a minimum of a high school diploma, with preference given to candidates who have completed a post-secondary office administration program and/or have 1 to 2 years' experience in an office environment. The successful candidate will be proficient with the Microsoft Office suite, including Excel, Word and Outlook. Along with the above skills and in supporting the role, knowledge of the Munisoft municipal accounting system would be considered an asset but not mandatory. Pertinent attributes such as; ability to work independently; job task planning and organizing; problem solving; working within strict timelines; interacting with the public; are necessary in performing the tasks and responsibilities of the position.

Candidates possessing a Rural "C" Certificate or registered in, or willing to register in, the Local Government Administration Certificate Program offered by University of Regina will be given preference.

Applications or resumes for the position should be received no later than 4:00 p.m. on June 24, 2024. For more information on the position, please contact the Municipal Office at 306-638-3112. Applications should be sent to Box 67, Bethune SK S0G 0H0; fax to 306-638-3102 or email to admin@bethunesk.ca