



**EMPLOYMENT OPPORTUNITY**  
**TOWN OF BALGONIE OFFICE ASSISTANT**

The Town of Balgonie is accepting applications for the full-time position for Office Assistant.

**Office Assistant Qualifications / Skills:**

Basic office skills  
Written and verbal communication skills  
Microsoft Office software skills  
Keyboard, word processing, and Publisher skills  
Dependability and professionalism  
Attention to detail  
Administrative writing and reporting skills  
Municipal experience – knowledge of Munisoft would be an asset  
Positive attitude and willingness to work alongside other Staff, Council Members and Ratepayers

This position offers a pension plan. A benefits package and a group health plan is offered after probation period is complete.

Please submit your resume before August 10, 2020 stating experience, education, qualifications, and references to:

Town of Balgonie

Box 310

Balgonie, SK S0G 0E0

Fax: 306-771-2289

Email: [townofbalgonie@sasktel.net](mailto:townofbalgonie@sasktel.net)

Council thanks all applicants, however, only those selected will be contacted.

A Criminal Record Check will be required upon employment.