



TOWN OF BALGONIE

EMPLOYMENT OPPORTUNITY

OFFICE ASSISTANT

The Town of Balgonie is accepting applications for the position for Office Assistant from 28-35 hours per week.

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 Benefit package and a Group Health plan is offered after probation period is complete. The wage, depending on experience, will start at \$22.00/hour. A Criminal Record Check will be required upon employment.

Please submit your resume on or before October 14, 2021 stating experience, education, qualifications, and references to the address below.

Town of Balgonie
Box 310
Balgonie, SK S0G 0E0
Fax: 306-771-2289
Email: townofbalgonie@sasktel.net

ALL APPLICANTS ARE APPRECIATED; HOWEVER, ONLY THOSE SELECTED, WILL BE CONTACTED.