

TOWN OF SOUTHEY

Administrative Assistant

Duties include:

- Customer Service
- Receipting and deposits
- Website maintenance and updates
- Accounts Receivable
- Community Calendar
- Utility Billing and utility account maintenance
- Mail and other general office duties
- Other jobs as assigned by Council and Administrator
- One late afternoon/early evening shift is a possibility

This position is Monday through Friday – 7hrs per day/35hrs per week.

Qualifications:

- High School Graduate or equivalent
- The ability to plan, organize, assign, review and coordinate the work of a municipal office
- Knowledge of Munisoft program
- Strong computer skills including proficient use of Microsoft Word and Excel
- Willing to obtain additional courses as required

Please email your resume to townofsouthey@sasktel.net or drop your resume off in person at the Town of Southey office. This posting will be open until Friday, October 23, 2020 @ 4:00 pm.