



EMPLOYMENT OPPORTUNITY
Town of Kerrobert
Office Administrative Assistant
Part-time
(21 Hours a week)

The Town of Kerrobert appeals to all with its outstanding location, family-orientated environment, excellent recreation facilities and numerous services and is located at the junction of Highways #21, #31 and #51.

Town of Kerrobert requires an Administrative Assistant who will be required to perform an array of administrative duties. The job is considered Part-time at 21 hours/week. This is 3/days per week at 7 hours a day. The actual days of the week can be determined.

The Administrative Assistant is also accountable for drafting, reviewing and editing time-sensitive correspondence. The Town of Kerrobert is looking for an experienced, career-minded Administration Assistant. We require a positive, team-oriented person to set and meet goals and to ensure that every member of the team is delivering in accordance with the high standards of the Town's defined goals.

The Administration Assistant shall be responsible for planning and overseeing all administrative support and office services for the Town, as well as the coordination and communication of office activities, reception duties, shipping and receiving, supplies and stationery, administrative help for the Operations department and general troubleshooting.

Other duties, relevant to the position, shall be assigned as required.

The Town of Kerrobert offers competitive salary packages, an incredible work environment, and career advancement opportunities.

A full job description is available from the undersigned. Qualified applicants should send a cover letter and resume to the Town of Kerrobert at:

Tara Neumeier
Chief Administrative Officer
Box 558
Kerrobert, SK S0L 1R0
kerrobert.admin@sasktel.net

We sincerely thank all applicants for their interest, however, only candidates under consideration will be contacted.

Closing date: January 30th 2024, however the position will remain open until filled.

*The Town of Kerrobert works in a team environment and
cross trains its employees to perform multiple duties.*