



RESORT VILLAGE OF TOBIN LAKE

PO Box 1479
Nipawin, SK S0E 1E0

306-862-2895 (phone)
rvtobinlake@sasktel.net
www.resortvillageoftobinlake.ca

The Resort Village of Tobin Lake is seeking a permanent Administrative Assistant to join our team. This position reports to the Chief Administrative Officer (CAO) and provides support for administration, public works and council.

The position:

- 32 hours per week (flexible)
- Wage range \$18-\$22 / hour, depending on qualifications
- Benefits and Municipal Employee Pension Plan as offered by the Resort Village of Tobin Lake
- Ability to work independently as well as a team environment with exceptional communication skills
- Must maintain confidentiality, discretion and demonstrate good judgement

Responsibilities:

- Customer Service
- Answering general inquiries by phone, in-person or emails
- Booking facilities
- Keep filing system up-to-date
- Utility billing, Utility process, A/R billing process, A/P Process, reconciliation of accounts
- Assist with council meetings, agendas, grants, policies, procedures and bylaws
- Process development permits and building permits
- Receipting payments
- Other duties that may be assigned by the CAO

Qualifications:

- Thorough knowledge in Microsoft word, Excel, Outlook
- Knowledge in MuniSoft programs would be an asset
- Previous experience in an office environment
- Municipal office experience would be an asset
- The ability to plan, organize, assign, review and to prepare or maintain adequate record and reports

Please submit a cover letter and resume by **9 June 2023** to the Resort Village of Tobin Lake, in person, or at rvtobinlake@sasktel.net or by mail to: Resort Village of Tobin Lake, Box 1479, Nipawin, SK S0E 1E0

We thank everyone that applies, only those selected for an interview will be contacted.