



Summer Student - General Office Support

The Rural Municipality of Nipawin No. 487 is currently accepting applications for a summer student – General Office Assistant. This position offers experience to applicants studying business, project management, financial services, office administration, and similar fields of study. Applicants must be between 15-30 years of age. The successful candidate will work under the direction of the CAO.

Employment Terms: \$20.00/hr, 40hrs per week,
Start Date: April 22, 2024, End Date: August 31, 2024

Duties include but are not limited to:

- Receipting
- Bank deposits
- Filing
- Designing/creation of newsletters
- Data entry of historical information
- Other general office duties as assigned

Skills Required:

- Reading
- Oral communication
- Working with others
- Problem solving
- Decision making
- Critical thinking
- Job task planning

We thank all applicants for your interest.

Please email or drop off resumes by 4:00pm on April 1, 2024.

Email: 487@rmnipawin.ca

Drop off: 529 Service Street, Codette (8am-12pm & 1-4pm)

Call 306-862-9551 for more information