



EMPLOYMENT OPPORTUNITY

ASSISTANT ADMINISTRATOR

The RM of Nipawin No. 487 invites applications for a **Temporary full-time Assistant Administrator** in the municipal administration office during a 12 -15 month maternity leave. The successful candidate may have various types of experience in office assistant administration and possess well developed interpersonal communication and organizational skills.

The successful applicant must possess the following skills:

- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude/pleasant personality
- Self-motivated

Preference will be given to candidates who possess the following:

- Local Government Authority or other Certificate from a business-related program
- Proficiency with Microsoft Office programs
- Knowledge in basic accounting principles and practices
- Working knowledge of the Munisoft computer system
- Excellent communication skills, both verbal and written
- Ability to deal effectively with the general public and to work independently

The RM of Nipawin and Village of Codette is a joint municipal office located in Codette, SK.

A competitive salary will be paid in accordance with qualifications and experience in addition to a standard SARM benefit plan. Applications marked "*Assistant Administrator*" will be received, in confidence, until 4:00 p.m. on 30 September 2025.

Qualified individuals are invited to submit a resume with current references and cover letter detailing how their qualifications match those listed above to:

RM of Nipawin No. 487

Attention: Kaleigh Haugo

Box 250, Codette SK S0E 0P0

Phone: 306-862-9551

Fax: 306-862-2432

Email: 487@rmnipawin.ca