

# **TOWN OF SPRINGSIDE – OFFICE ASSISTANT**

The Town of Springside is seeking applicants for the position of **OFFICE ASSISTANT**. This is a permanent part-time position based on a 14-hour work week. Hours will be Monday, Tuesday, Thursday and Friday from 8:30 am to 12:00 pm plus additional time to occasionally cover for Town Administrator's vacation, sick days, etc.

Under the general supervision of the Town Administrator, the Office Assistant will help with managing day to day operations in the Springside Town Office. The ideal candidate will have a strong track record of success in an administrative role and demonstrate a high degree of personal initiative, organizational skills, reliability, professionalism and respect.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide support to Town Administrator as required
- Provide prompt and excellent customer service
- Pick up the mail from community mailboxes daily
- Handle cash and complete bank deposits
- Type, file, issue permits, licenses and receipts
- Maintain records for community cemetery
- Book community hall, community rink and ice time
- Ensure booking agreements are signed, prepare invoices for hall and rink bookings, ice time, collect and refund damage deposits
- Maintain the Town's website and Facebook page
- Assist with mailing tax notices, assessment notices and utility billing
- Maintain confidential records and files and assist with records destruction as legislated by Town Bylaws
- Research and assist with the preparation of motions, bylaws, policies and procedures
- Bi-weekly cleaning duties include: dust office furniture, vacuum the office, wash the floors, clean the bathroom, empty garbage and recycling cans;
- Be available to cover Town Administrator's vacation and sick days.

## **PREFERRED QUALIFICATIONS**

- Excels in a fast-paced environment, possesses excellent time management skills, can balance multiple priorities and jobs
- Can maintain professionalism and confidentiality with all political and sensitive matters
- Excellent oral and written communication skills
- Strong interpersonal skills to assist effectively with the public
- Use: Microsoft Office: Excel, Word
- Create: using Canva, PosterMyWall, Social Media posts, posters and public advertising
- Prior experience and/or education in accounting
- Preference will be given for local residency, applicants with prior municipal experience and/or experience with MuniSoft Software

**EDUCATIONAL REQUIREMENTS:**

- Grade 12 or equivalent
- Preference will be given to applicants who have education in Office Administration, Accounting and/or complete or partial completion of their Certificate in Local Government Administration through the University of Regina or Saskatchewan Polytechnic

**HOW TO APPLY:**

- This job will be posted until a suitable candidate is found.
- Apply in person by dropping off your detailed resume with a cover letter including wage expectations at: Springside Town Office, 18 Main Street, Springside, SK
- Or VIA email: [springside@sasktel.net](mailto:springside@sasktel.net)
- The Town of Springside provides Group Benefits and a Pension Plan for all employees.
- More Information? Call Kathy 306-792-2022

*We wish to thank all applicants, however, only those selected for an interview will be contacted.*