

# Town of Ituna

## EMPLOYMENT OPPORTUNITY

### **PART-TIME OFFICE ADMINISTRATIVE ASSISTANT**

The Town of Ituna is seeking a part-time Administrative Assistant to work in the office, reporting directly to the Town Administrator in assisting with general day to day office duties. As the Office Administrative Assistant, you will be the front line town representative to all internal and external inquiries.

The successful candidate will possess strong organizational skills, attention to detail and a strong proficiency in basic financial principles including accounts receivable and account payable. The position will be required to write and track written correspondence incurred in the course of day to day business as well as interact with members of the public on a daily basis. As such, you will need to be proficient in MS Word, Excel and Power Point computer applications. Along with the above skills and in supporting the role, knowledge of the Munisoft IT system will be considered an asset but not mandatory.

**Education:** Grade 12 and ideally an office education certificate.

**Experience:** 1 to 2 years in an office environment.

#### **Skills and Abilities:**

Excellent proficiency in office system software (word, excel, internet, email), keyboarding.

Ability to work independently

Problem Solving

Critical thinking

Job task planning and organizing

Working with others

Working within tight deadlines

Please submit your application including your summary of education, experience and how you are able to meet the qualifications and challenges for the job as well as a minimum of three references to the attention of the Town of Ituna Administrator. As a condition of employment, only those selected for an interview will be required to submit a criminal record check.

If you require more information about this position, please contact Susan Ross Administrator at 306.795.2272 or email at [townofituna@sasktel.net](mailto:townofituna@sasktel.net).