



Administrative Assistant

The District of Katepwa invites applications from qualified persons for the position of Administrative Assistant. This position reports to the Chief Administrative Officer (CAO) and is responsible for the routine administrative functioning in the municipal office. These responsibilities and duties include but are not limited to:

- Reception duties; Customer service; General office duties such as receipting, making and receiving phone calls.
- Daily correspondence; Emails, Filing; Data entry.
- Composing and typing correspondence and reports.
- Acting as a liaison between the municipality and the public.
- Accounting duties; Receivables, Payables, preparing bank deposits.
- Mailing of tax notices.
- Facebook, newsletters, and website maintenance.
- Assist with Grant Applications & programs.
- Various other duties as assigned by the CAO.

Qualifications:

- Minimum high school diploma.
- Proficient knowledge in Microsoft Office software, Microsoft Word and Excel programs.
- Experience with the MuniSoft applications will be an asset.
- Bondable.
- Exceptional interpersonal, administrative, organizational, communication (written and verbal) skills and the ability to multitask.
- Ability to work independently and as part of a team.
- Basic accounting skills are considered an asset.
- Preference will be given to someone who possess or are willing to obtain a Certificate "C" in Local Government Authority.
- Drivers license.

The District of Katepwa offers a competitive salary with comprehensive benefits package. Salary will be determined based on qualifications and experience. A clear criminal record check will be required. Please submit a cover letter and resume including three work related references by mail, e-mail, or fax to:

District of Katepwa
Attn: Andrea Goebel
PO BOX 250
LEBRET SK S0G 2Y0
email: cao@katepwabeach.ca

We thank all applications for their interest in this position. However, only those candidates selected for interviews will be contacted. Applications will be accepted until May 3, 2024 or until the position is filled. Any questions can be directed to the office at 306-332-6645.