

## Employment Opportunity Administrative Assistant (Full-Time)

The District of Katepwa is currently accepting applications for an **Administrative Assistant**. This full-time, in-office position plays a key role in supporting the Chief Administrative Officer (CAO) in the day-to-day operations of the municipality. This position is ideal for a motivated, organized, and community-minded individual looking to build a career in local government.

### Key Responsibilities:

- Assist the CAO in preparing Council meeting agendas, reports, and administrative correspondence.
- Review development and building permit applications for zoning and bylaw compliance.
- Coordinate municipal programs and events, including Kids Club and Canada Day.
- Maintain the District's website and social media platforms with timely updates and information.
- Seek and apply for applicable grant funding opportunities.
- Provide front desk reception when required, including phone and public inquiries.
- Process payroll.
- Prepare tax certificates, enter tax enforcement charges, and balance tax transactions.
- Submit Education Property Tax remittances and other financial filings.
- Assist with records management and office organization.

### Qualifications:

- Grade 12 diploma required; post-secondary education in administration, business, or a related field is an asset.
- Proficiency in Microsoft Office (Word, Excel, Outlook) is required.
- Previous municipal or administrative experience is considered an asset.
- Familiarity with Munisoft is considered an asset.
- Strong communication, organizational, and time-management skills.
- Ability to work both independently and as part of a team while maintaining confidentiality and professionalism.

### Additional Details:

- This is a full-time position consisting of 35 hours per week (7 hours per day, Monday to Friday) with a comprehensive benefits package.
- The successful candidate will report directly to the CAO

### To Apply:

Please submit your resume, wage expectations, and a cover letter, including two work-related references, by email, mail, or fax to:

### District of Katepwa

Attn: Andrea Ehrmantraut, CAO  
PO Box 250, Lebret, SK S0G 2Y0  
Email: [cao@katepwabeach.ca](mailto:cao@katepwabeach.ca)  
Fax: 306-332-5808

Applications will be accepted until **September 12, 2025**. We thank all applicants for their interest; only those selected for interviews will be contacted.