Rural Municipality of Spiritwood No. 496
Employment Opportunity

The R.M. of Spiritwood No. 496 is accepting applications for a permanent, part-time (two days /week) asset management position to track & record asset management & road maintenance costs as well as some administrative duties.

The municipality serves a rural agricultural and recreational region with a strong community base and offers an excellent opportunity for an individual seeking employment in an office setting and exceptional quality of life in rural Saskatchewan.

Duties/Responsibilities

- Asset Management: maintain asset management registry & road maintenance data entry;
- Maintain filing systems, order supplies, and provide customer service to ratepayers;
- Issue receipts for payments and receivables;
- Answer phone and direct calls, inquiries and complaints, update websites and social media;
- Manage cemetery records;
- Other Duties: Assist with grant applications, learn new software and systems as required, and perform other duties as assigned by the CAO.

Qualifications

- Proficient in Microsoft Office software (pdf documents, word documents and excel spreadsheets);
- Strong interpersonal, organizational, time management and communication skills;
- High attention to detail and accuracy;
- Ability to multi-task;
- The ability to work independently with minimal supervision and also be a team player;
- Ability to maintain confidentiality;

Education/Training

- High School Diploma or Office Administration certification;
- Previous municipal or administrative office experience will be considered an asset.

The RM of Spiritwood offers a competitive salary with a comprehensive benefits package including a pension plan, extended health and dental benefits, short-term disability and long-term disability.

Salary will commensurate with experience and qualifications. Security checks will be required upon offer of employment.

Interested individuals should submit their resume, including qualifications, work experience and three work related references to the RM of Spiritwood No. 496 at Box 340, Spiritwood, SK. S0J 2M0 or via email to admin@rmofspiritwood.ca.

Ad will remain open until a suitable candidate has been found.

The RM of Spiritwood thanks all applicants for their interest; however, only those selected for an interview will be contacted.