



## **THE RURAL MUNICIPALITY OF BRITANNIA NO. 502**

### **Office Support Assistant**

The Rural Municipality of Britannia No. 502 is seeking a candidate to fill the role of Office Support Assistant. Reporting directly to the Chief Administrative Officer, the main function of the Office Support Assistant is to aid the municipal administration team in their duties, as well as to perform selected administrative tasks. This position requires an individual that is a team player, detailed oriented, adaptable, and organized.

This position's main duties include:

- Maintaining hardcopy and electronic filing systems.
- Processing payroll and maintaining benefits program.
- Operations inventory data entry and reporting.
- Asset management data entry and reporting.
- Assisting with front desk reception duties including answering phone, issuing receipts, creating invoices, mail/ supply runs to Lloydminster, and office supply orders.
- Ad hoc research and reporting as requested by management and by other members of the municipal administration team.

The successful candidate should possess the following:

- Work experience in an office setting, including accounts payable, accounts receivable, time entry/ payroll processing, data entry and records management.
- The attribute of being a self-starter and the willingness to help whenever needed.
- The ability to clearly and confidently communicate with others through face-to-face conversations, phone calls, and emails.
- The ability to read, comprehend, and carry out tasks based on written instructions, including policies, procedures, bylaws, contracts, and legislation.
- Intermediate skill-level with Microsoft Word/ Excel/ Outlook and Adobe Acrobat Pro.
- Fluent in English, both written and spoken.
- A valid Saskatchewan Class 5 Driver's License or equivalent.

Work experience in a municipal office and knowledge of MuniSoft programs are considered assets but are not required.

The wage range for this position is \$24.27/hr to \$31.12/hr as per the RM of Britannia Pay & Benefits Policy HR-007 839/24. This position is also eligible for medical and dental benefits, Municipal Employees' Pension Plan, short term disability benefits, long term disability benefits, three-weeks paid vacation, and sick leave pay, all after the applicable or required probation period for each.

The Rural Municipality of Britannia invites those interested in this position to submit, in confidence, the following to [office@rmbritannia.com](mailto:office@rmbritannia.com) or in person at the "new" RM Office located at pt. NE 23-50-28W3M/ 50358 – Rge Rd 3281:

- Cover letter and resume outlining work experience;
- Expected hourly compensation; and
- Three work-related references.

Applications will be received until a suitable candidate is chosen and all applications will be treated with confidence. All applicants are thanked for their interest, however, only those selected for an interview will be contacted. If you have any questions please contact Bryson Leganchuk, CAO at 306-825-2610.

*Mission Statement: To Democratically Provide a Consistent Level of Core Municipal Services Which Enhance the Quality of Life for Present and Future Generations.*