

## ADMINISTRATIVE ASSISTANT

The Town of Hanley is seeking a flexible permanent part-time Administrative Assistant. This is a position which provides support for the Town and is directly responsible to the Chief Administrative Officer (CAO).

Duties involved would include assisting the CAO with various daily activities: general receptionist (e.g. answering telephone and fielding calls, assist tax payers with various requests, filing, data entry); receipting, setting up and maintaining utility and tax accounts, accounts payable and receivable, utility billing and other duties as assigned by the CAO. The position will support other employees through a variety of tasks related to organization and communication.

Qualifications which may be of benefit: working knowledge of basic accounting procedures, organization and time management skills, accuracy and ability to maintain attention to detail, must maintain confidentiality, discretion and demonstrate good judgment, knowledge of computer skills in Microsoft Word and Excel, self-motivated and work well without supervision, dependable and reliable.

The hours of duty would be flexible with approximately 21 hours per week. The flexibility would come in the form of filling in for office hours while the CAO is out of office and working during peak periods (e.g. utility and tax billing and month end procedures). The wage would be dependent on experience.

This position may provide for advancement to the individual interested in completing the Local Government Authority Certificate or education equivalent to requirements by the Urban Municipal Administrators Association. Mentoring will be provided on the job during the period of time to complete the required education. Tuition may be reimbursed for the eligible candidate who commits 5 years to the position.

Applications for the position are to be received at the Town Office electronically to [townahanley@sasktel.net](mailto:townahanley@sasktel.net) or by regular post to: Hanley Town Office, Box 270, Hanley, SK S0G 2E0; and will be accepted until the position is filled by a suitable candidate.

For more information regarding this position please contact the Town Office @ 306-544-2223 or [townahanley@sasktel.net](mailto:townahanley@sasktel.net).

Only prospective candidates will be contacted.

