JOB POSTING

Town of Hanley

**P.O. Box 270,
Hanley, SK S0G 2E0
Phone (306)544-2223**
townahanley@sasktel.net   *hanley.ca*

ADMINISTRATIVE ASSISTANT

The Town of Hanley is seeking a permanent Administrative Assistant. This position will provide administrative support for the residents of the Town and reports to the Chief Administrative Officer (CAO). Hanley is a community with 540 people located approximately 65 km south of Saskatoon on Highway 11.

Responsibilities include assisting the CAO with various daily activities including general receptionist, receipting payments, processing accounts payable, maintaining utility and tax accounts, utility billings, and other duties as assigned by the CAO. Must maintain confidentiality, discretion, and demonstrate good judgment.

Basic Qualifications:

- Accounting training;
- Familiarity in dealing with the public;
- Ability to work independently as well as within a team environment;
- Microsoft Excel and Word user knowledge.

The ideal candidate will possess:

- Accounting work experience;
- Working knowledge of Munisoft software;
- Municipal office experience;
- Organization and time management skills;
- The ability to work with a high degree of accuracy and attention to detail.

The Position:

- The daily hours of work are 9 to 5 (7 paid hours plus a 1 hr lunch break);
- 3 days per week is the minimum and coverage for the CAO may require additional days;
- Wage is negotiable based on qualifications and experience;
- Benefits, pension plan, 5 sick days, and 3 personal days, and 3 weeks vacation.

This position would allow the individual to complete the Standard Local Government Authority Certificate and growth into the town CAO position. If interested, the tuition reimbursement and training expenses requires a term of commitment to the position.

Please submit a cover letter and resume to the Hanley Town Office, in person, or at townahanley@sasktel.net or by mail to: Hanley Town Office, Box 270, Hanley, SK S0G 2E0.

Only those selected for an interview will be contacted.

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This position will be open until a suitable candidate is retained.