



P.O. Box 70 ~ Maryfield, Saskatchewan S0G 3K0

Phone (306) 646-2033 ~ Fax (306) 646-2033 ~ Email rm91@sasktel.net

ADMINISTRATIVE ASSISTANT

The RM of Maryfield is now accepting applications for a part-time administrative assistant position for 3 days a week. This position will include general office duties and miscellaneous municipal jobs based on experience of the individual.

The successful applicant will possess the following qualifications:

- Well organized with a solid understanding of office procedures
- Ability to prioritize to meet deadlines
- Strong communication and public organization skills
- Motivated and able to take direction from Administrator and Council

Start date will be in October, 2023 unless otherwise negotiated, and wage will depend upon experience.

Resumes must include 2 references and will be accepted by the office of the Administrator by 5 p.m. on Friday, October 6, 2023. Resumes may be forwarded by mail to the RM of Maryfield No. 91, Box 70, Maryfield, SK, S0G 3K0; by email to rm91@sasktel.net or dropped off at the Municipal Office at 115 Main Street, Maryfield, SK.

Council thanks all applicants for their interest, however, only applicants selected for an interview will be contacted.