

Office Assistant

The Village of Macoun is seeking applications for the position of Administrative Assistant.

The Administrative Assistant works under the direction of the CAO and will provide support in municipal administration for the Village of Macoun. Duties include: assisting the public in person or on the phone, receipting, accounts payable and receivable, maintaining cemetery records, monitoring and handling social media posts and the Village website monthly, grant research and application submission as well as other general office duties.

This is a permanent part-time position with up to 14 hours per week. Starting wage will reflect upon applicants' responsibilities, skills, experience and job performance. This position offers a matched pension plan and a cost shared benefit plan upon successful completion of a three-month probation period.

The successful candidate as an individual must be organized, detail oriented, dependable and professional with a positive attitude.

Please submit your resume to the Village office in person at 454 Appleton Ave, by mail to Box 58, Macoun, SK S0C 1P0 or by email to macoun.sask@gmail.com. Resumes will be accepted until Friday September 20, 2024.

Thank you to all prospective candidates, only those to be interviewed will be contacted.