

**TOWN OF REDVERS
EMPLOYMENT OPPORTUNITY**



The Town of Redvers is currently accepting resumes for a **Full-Time Administrative Assistant**. This position is **permanent**, 35 hours per week, Monday-Friday.

The successful candidate **must** have office environment experience, computer skills and accounting knowledge. Munisoft experience and Local Government knowledge would be beneficial, but not a requirement. The successful candidate must have a willingness to learn and be able to work in a team environment, provide a police record check and a driver's abstract prior to start date.

Wage will be determined based on experience and education. The Town of Redvers participates in a Group Pension Program and provides matching contributions. A Benefits Program is also offered. Both would commence once the probationary period is completed.

Cover letters and resumes complete with references will be received until **Tuesday October 12, 2021 until 4:30P.M.**

Not all applicants will be contacted or interviewed.

Please send via mail, email, fax or hand delivered to the following address:

Town of Redvers
Box 249 Redvers, Sask. S0C 2H0
Phone: 306.452.3533, Fax: 306.452.3701
Email to: tricia@townofredvers.ca