

Town of Cudworth

The Town of Cudworth is seeking applications for the position of Office Assistant

Monday -Friday – 7 hours per day

Job Duties:

- Customer service, receipting and deposits
- Maintaining tax, utility and assessment rolls and AP
- Operation of all office equipment
- Prepare and assist with council and committee meetings
- Assist with management of town facilities
- Admin support to recreation committees and boards
- General office duties
- All other duties as assigned by the CAO

Qualifications:

- Grade 12 or equivalent
- Excellent communication, management and organizational skills
- Knowledge of computers
- Experience with Munisoft software is an asset
- Knowledge with Microsoft word and excel is an asset

The Town of Cudworth offers a comprehensive benefits package as well as employee matched pension plan

Wages to be negotiated

Applications will be accepted until the position is filled. We thank all applicants for their interest however only candidates selected for interviews will be contacted.

Interested applicants should apply with a resume stating qualifications, experience and references to: town.cudworth@sasktel.net or Mail to: Town of Cudworth Box 69 Cudworth, SK S0K 1B0 or in person to 223 Main Street