



Box 460 Waldheim, Sk. S0K 4R0
Tel (306) 945-2161 Fax (306) 945-2360
Email town.waldheim@sasktel.net
www.waldheim.ca

PUBLIC NOTICE

Employment Opportunity

The Town of Waldheim is accepting applications for the position of:

Full Time Administrative Assistant

Duties:

- Various clerical and reception duties including answering the phone, receipting payments, filing, preparing bank deposits, responding to queries or requests from the public and Council.
- Prepare for council meetings, write up minutes and help to attend to business arising from these meetings.
- Preparing utility billing and tax billings.
- Month end and Year end activities.
- Prepare for Annual Audit.

Qualifications:

- Grade 12
- Ability to work with confidential information
- Ability to work with the public and Council
- Written and oral communication skills.
- Experience with MuniSoft software an asset
- Must be bondable

The Town of Waldheim offers Health Benefits, Municipal Pension Plan and competitive wages.

For more information on this position, please visit the Town's website at www.waldheim.ca

Interested applicants should apply with a resume stating qualifications, experience, references and salary expectations to:

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The Town of Waldheim wishes to thank all applicants for their interest, only those selected for an interview will be contacted.

Application deadline is October 31, 2023