

EMPLOYMENT OPPORTUNITY
R.M. OF MOOSE CREEK NO. 33
OFFICE ASSISTANT (TERM POSITION)

The Rural Municipality of Moose Creek No. 33, is currently accepting applications for the position of a Full-Time, Office Assistant, Term Position of January 2, 2024 to May 31, 2024, with the possibility of an extension.

Duties to include reception, filing, receipting, answering phones, mail and other general office duties as assigned; Monday to Friday 8:00am to 4:00pm.

The successful applicant must be willing to take direction from the Chief Administrative Officer and communicate well with the general public.

Wage will be dependent on experience of the successful applicant.

Please submit your resume with a letter of application stating **references and experience** to:

Chief Administrative Officer
R.M. of Moose Creek No. 33
Box 10 - Alameda, SK - S0C 0A0
Phone: (306) 489-2044
Fax: (306) 489-2112
Email: rm33@sasktel.net

Applications must be received by 4:00PM, December 5, 2023.

We thank all applicants, however, only those selected for an interview will be contacted.