

EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT

R.M. of Meota No. 468



The R.M. of Meota No. 468 is seeking a customer service-oriented team player for the position of
Administrative Assistant

About Us

We have a progressive Council that supports RM Employees to provide services to our residents, cottage owners, hamlet boards, agricultural producers, community partners and commercial developments. The RM is experiencing significant development interest in the energy sector, country residential, lake development and expansion of treaty land entitlement. Our office is located in the Village of Meota, 37 kms northwest of North Battleford.

About You

You have experience in accounting and general office procedures. You are looking for an opportunity to build your skills and develop a career in municipal government while contributing to a team that values hard work, fun and a job well done. A certificate in Local Government Administration or the desire to complete the required classes towards certification will be considered an asset.

About the Job

You will be the first point of contact with the industry and the public to provide customer service on a wide range of topics including: taxation, tax certificates, custom work requests, roadway services requests, overweight permits, burn permits and utility coordination. In addition to the core job responsibilities of filing, receipting, invoicing, assessment processing, website and communication systems you will have the opportunity to work on special projects and development of reports for provincial government ministries. Office hours are 9:00am -12:00 pm and 1:00 pm - 5:00pm, Monday to Friday.

About the Compensation

The R.M. of Meota No. 468 offers a comprehensive pension & benefits package. The salary range is \$22.59/hr - \$28.59/hr, depending on qualifications and experience.

Please respond with a covering letter and resume to:

RM of Meota #468
Wanda Boon, Deputy CAO
Email: deputycao@rmmeota468.ca

Closing Date: Friday, March 17, 2023 at 5:00 p.m.