

Employment Opportunity

Temporary

Administrative Assistant

The RM of Meota No. 468 is inviting applications to fill a temporary vacancy in the role of Administrative Assistant for a term of up to one year. In this role you will be the first point of contact for our rate payers and provide support to an administrative team with over 60 years of collective municipal experience.

Our preferred candidate will have a certificate in local government administration and a minimum of three years' experience in a municipal government office. Duties include, but are not limited to, reception, clerical tasks, customer service, accounts receivable, processing mail, receipting, bank deposits, filing, and special projects in pursuit of our vision of "Creating Harmony between Lands and Lakes". Experience in a municipal environment with Munisoft software would be a definite asset.

The Administrative Assistant will have the ability to work as a team player and with minimal supervision; the ability to deal tactfully and effectively with the public and staff; will be skilled in the operation of office equipment including computers, fax, scanner, and will be proficient in Microsoft Word and Excel.

We are open to applications from highly motivated individuals that don't currently meet the experience and skill requirements listed, but are committed to learning and undertaking professional development activities

The RM of Meota No. 468 offers a competitive salary, SARM Benefits Package and Pension Plan. Salary will be commensurate with experience.

You are invited to submit a covering letter and resume to:

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

Closing Date: Tuesday, April 21, 2026 at 4:00 p.m.

The RM of Meota #468 thanks candidates for their interest in the position; however, only candidates selected for an interview will be contacted.