

Village of Caronport

The Village of Caronport is seeking a detail-oriented, organized, and professional Administrative Assistant to join our team. This is a full-time position reporting directly to the Chief Administrative Officer (CAO). The Administrative Assistant will provide administrative, financial, and customer service support, ensuring the smooth and efficient operation of the Village Office.

This position comes with benefits as offered by the Village of Caronport to all employees, Municipal Employees Pension Plan, annual vacation time and wellness time as per policy.

Under the direction of the CAO, the Administrative Assistant will be responsible for:

Accounting & Financial Support

- Issuing receipts and invoices
- Prepare bank deposits
- Issue utility billings

Office Administration

- Operate standard office equipment
- Order and maintain office supplies
- Maintain and update utility accounts monthly
- Organize and maintain filing systems
- Handle incoming and outgoing mail

- Prepare and type correspondence
- Answer and direct telephone calls

Customer Service & Public Interaction

- Provide excellent customer service to the public
- Respond to inquiries and resolve or refer complaints appropriately
- Demonstrate strong communication and interpersonal skills

Other duties as may be assigned by the CAO

Minimum Qualifications

- Completion of Grade 12
- Office Administration training is an asset

Position Details

- **Employment Type:** Full-time
- **Wage:** Depending on experience

How to Apply

Interested candidates are invited to submit their resume and cover letter to:

Village of Caronport
201 Valleyview Drive
PO Box 550
Caronport, SK S0H0S0
vcoffice@sasktel.net