

Job Posting: Office Assistant (Part-Time)

RM of Lipton No. 217

The RM of Lipton No. 217 is currently seeking a **Part-Time Office Assistant** to support the day-to-day operations of the municipal office. This position is ideal for a reliable, organized individual who enjoys multitasking, working with the public, and being part of a small team.

Position Details

- **Hours:** Monday to Thursday, 8:30 a.m. – 4:30 p.m.
- **Schedule:** Part-time with flexibility available
- **Reporting to:** Administrator
- **Start Date:** Immediate
- **Wage:** **\$22.50 – \$27.50 per hour**, dependent on experience

Key Responsibilities

- Accounts Receivable (AR) and Accounts Payable (AP)
- Payroll processing
- Answering and directing phone calls
- General correspondence
- Processing payments and preparing bank deposits
- Filing and records management
- Procurement of office supplies
- Assisting ratepayers by listening to concerns and problem-solving to find solutions
- Other general office duties as required

Qualifications & Skills

- Ability to multitask and manage changing priorities
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Professional, courteous approach when dealing with concerned ratepayers
- Strong organizational and problem-solving skills
- **Computer knowledge required**, including proficiency with **Microsoft Word, Excel, Outlook, and related office software**
- General office experience is an asset but **not required**
- Knowledge or understanding of rural land locations is considered a strong asset

Training & Experience

- No prior experience required
- On-the-job training will be provided
- Previous office or municipal experience is an asset

Compensation & Benefits

- Benefits offered after a **3-month probationary period**
- Immediate enrollment in the **MEPP Pension Plan** upon hire

How to Apply

Please submit a **resume and cover letter** by email to:

 [**rm.217@sasktel.net**](mailto:rm.217@sasktel.net)

Applications will be reviewed as they are received. This position will remain open until filled.

Only successful applicants will be contacted for an interview.