



Box 400, Dalmeny, Saskatchewan S0K 1E0, 301 Railway Avenue

P: 306-254-2133 F: 306-254-2142 W: dalmeny.ca E: dalmenytownoffice@sasktel.net

Town of Dalmeny

Office Assistant Part-Time Position

This is a part-time receptionist position for 3 days per week (Tuesday, Thursday and Friday), with increased time for coverage of staff holidays or special events. Duties will include answering of phones, counter receipting, deposits, utilities billing, building permits, filing, scanning, web site updates, and other office duties as assigned.

The successful applicant must have an enhanced knowledge of Microsoft office suite, computer ability, bondable, acceptable criminal record check, previous office experience and be able to work independently.

The successful applicant will also be requested to enroll within 6 months and successfully complete the Local Government Authority (LGA) Urban Course within 3 years.

Resumes shall be submitted by Wednesday, September 12, 2018 either by email to dalmenytownoffice@sasktel.net, by mail to Town of Dalmeny, Box 400, Dalmeny, SK S0K 1E0, or in person to 301 Railway Avenue in Dalmeny.

We thank all applicants who apply. Only those applicants chosen for an interview will be contacted.

Jim Weninger
Town Administrator/CAO