



Rural Municipality of Turtle River No. 469

Box 128
Edam, SK S0M 0V0

Phone: (306) 397-2311

Fax: (306) 397-2346

Website: www.rmofturtle river.com

Job Opportunity **Municipal Administrative Assistant** **(Maternity Leave Coverage)** **R.M. of Turtle River No. 469**

Employment Type: Temporary Full-Time (Maternity Leave Coverage)

Duration: September 1, 2025 – December 31, 2026

Application Deadline: Until Position is Filled

The R.M. of Turtle River No. 469 is seeking a detail-oriented, professional, and motivated individual to fill the temporary position of **Municipal Administrative Assistant**. This opportunity is to provide maternity leave coverage and is expected to last approximately 16 months.

Key Responsibilities:

- Provide front-line customer service to the public in person, by phone, and by email
- Assist with daily administrative duties such as receipting, accounts payable, accounts receivable, utility billing, scheduling, filing, etc.
- Support the administrator and municipal departments with documentation and record-keeping
- Perform general office duties including data entry, processing mail, and maintaining office supplies

Qualifications:

- Previous administrative experience, preferably in a municipal or government setting
- Excellent verbal and written communication skills
- Strong organizational and time management abilities
- Proficiency with Microsoft Office (Word, Excel, Outlook) and with Munisoft
- Ability to work independently and handle confidential information appropriately

Hours:

- Monday to Friday, 9:00 a.m. – 4:00 p.m.

How to Apply:

Please submit a resume and cover letter outlining your qualifications and interest in the position to:

Rebecca LaClare
Administrator

Email: cao@rmofturtle river.com

Mailing Address: PO Box 128, Edam Saskatchewan S0M 0V0

We thank all applicants for their interest; however, only those selected for an interview will be contacted.