



PERMANENT FULL TIME ADMINISTRATIVE ASSISTANT

POSITION:

The Administrative Assistant will work in the City Engineering/Building Department. The successful applicant will be responsible to provide administrative assistance and perform general office duties, plus any other duties and responsibilities as required.

QUALIFICATIONS:

- + Post Secondary Education in office/business administration
- + Experience with general or municipal accounting.
- + Working knowledge of the following computer software applications is essential:
 - Microsoft Word
 - Spreadsheet (Excel)
- + Strong organizational and time management skills.
- + Solid interpersonal and communication skills.
- + Multi-task oriented with the ability to make decisions independently; attentive to details.
- + Ability to deal effectively with the public.

WAGE: As per CUPE Local 90 Agreement.

START DATE: As soon as possible

LENGTH OF POSITION: Permanent – Full time

Please submit resumes, **before 1PM on September 20, 2010**, to:

Mr. Blaine Frank, Director of Engineering
157 3rd Street, Box 370
Weyburn, SK S4H 2K6
or e-mail to: bfrank@weyburn.ca

The City of Weyburn thanks all applicants for their interest in this employment opportunity; however, only those candidates considered for the position will be contacted.