



## **RM BIGGAR 347**

### **Administrative Assistant — Permanent Part-Time**

Rural Municipality of Biggar No. 347 is seeking a Permanent Part-Time Administrative Assistant (21 hours/week) to join its team.

Located in the Town of Biggar, the RM of Biggar No. 347 is rooted in agriculture and encompasses 18 townships with a population of approximately 805.

#### **Position Summary:**

Reporting directly to the Administrator, the Administrative Assistant will support the day-to-day operations of the municipality in accordance with provincial legislation, bylaws, and Council policies.

#### **Key Responsibilities:**

- Administrative Support: Answer phones, manage email, maintain filing systems, prepare correspondence, and provide customer service to ratepayers.
- Financial Administration: Complete payroll, pension, and month-end remittances; track gravel and construction costs; and assist with accounts payable, receipting, deposits, and cash balancing.
- Taxation & Assessment: Assist with property assessment, tax collection, and tax enforcement processes.
- Communications & Public Information: Prepare letters, newsletters, and notices; and respond to public inquiries and complaints.
- Other Duties: Assist with grant applications, civic addressing and perform other duties assigned by the Administrator.

#### **Qualifications:**

- Knowledge of daily and monthly accounting procedures, including accounts payable, accounts receivable, receipting, bank deposits, and cash balancing.
- Proficiency with Microsoft Office and Munisoft computer programs, including PDF documents, Word, and Excel.
- Strong interpersonal, organizational, time-management, and communication skills.
- Excellent attention to detail and accuracy.
- The ability to multitask in a fast-paced environment.
- The ability to work independently with minimal supervision while contributing effectively as part of a team.
- A high level of confidentiality and professionalism.

#### **Education & Training:**

- Rural C Certification in Local Government Administration or completion of an Office Administration program is preferred; or
- Previous municipal or administrative office experience, with the ability to attain local government certification.

#### **Compensation & Benefits:**

The RM of Biggar No. 347 offers a competitive salary with a comprehensive benefits package

including a pension plan, extended health and dental benefits, short-term disability and long-term disability.

Salary will be determined based on qualifications and experience.

Interested individuals should submit their resume, including qualifications, relevant experience, expected salary, and at least two work related references to:

RM of Biggar No. 347

Mail: Box 280, Biggar, SK S0K 0M0

Drop Off: 201 – 2nd Avenue West, Biggar, SK

Email: [rm347admin@sasktel.net](mailto:rm347admin@sasktel.net)

Application Deadline: Open until the position is filled.

Only applicants selected for an interview will be contacted.