



The RM of McKillop No. 220 invites applications for a qualified **Assistant Administrator/Administrative Assistant**. This position provides support to the Chief Administrative Officer while working as part of a team to support other municipal departments/positions. The position is based in the RM Administration office, located in Bulyea, SK.

The RM of McKillop No. 220 is located just 45 minutes driving distance northwest of the City of Regina. The Rural Municipality of McKillop No. 220 (RM) is a diverse, scenic community with a reported 1800 ratepayers. The RM consists of five full townships and four partial townships along with 945 subdivided residential lots found in 20 resort communities located along the east shore of Last Mountain Lake. The 20 resort communities comprise 9 Organized Hamlets and 11 Unorganized Hamlets.

The successful candidate will have the following:

- Experience with customer service.
- The ability to communicate with and work alongside staff members, the Council, and the public. This includes experience with both written and verbal communication.
- Experience with board structures and governance, volunteer or otherwise.
- Strong computer skills and proficiency in Office 365, including Microsoft Word and Excel
- Knowledge of Munisoft computer software.
- Municipal Government experience will be considered an asset.
- Leadership, communication, and organizational skills.
- Clean criminal record.

This position will work 4-5 days per week and offers a competitive wage based on experience and qualifications. The RM also offers a comprehensive employee benefit plan.

Applications for the above position will be accepted until 4:00 p.m. on April 30, 2023. Your cover letter and resume may be delivered by email, postal mail or in-person to:

Camille Box, Acting CAO
R.M. of McKillop No. 220
P. O. Box 220
103 Ashley Street
Bulyea, Saskatchewan
S0G 0L0

Email: rm220administrator@rm220.ca

**** Only those considered for an interview will be contacted.**