



VILLE DE - TOWN OF  
**Gravelbourg**

**ADMINISTRATION ASSISTANT 1**

Gravelbourg, a south west Saskatchewan community of approximately 1100 people, has been dubbed the 'Cultural Gem of Saskatchewan'. Thanks to its remarkable bilingual heritage, regal architecture and rich culture, Gravelbourg is "A Touch of Europe on the Prairies."

With the assistance of HMC Management Inc, Council is seeking the services of an **Administrative Assistant 1** to perform administrative, clerical and accounting based duties for the Administration Department of the Town.

General duties include: clerical functions such as word processing, filing, and customer service as well processing pay roll, employee benefits along with preparing Council minutes, agendas and bylaws.

The incumbent shall have knowledge of office procedures and equipment, developed word processing skills with sound organizational skills and good written and verbal communication skills. These qualifications will normally be acquired through completion of grade 12 and a certificate in Business or Office Administration. Prior accounting experience would be an asset.

The incumbent must have excellent computer skills and experience using Microsoft Office programs, specifically Word and Excel and PowerPoint. The position also requires a criminal records check with prior experience up to one full year. Rate of pay as per CUPE agreement is \$15.66/hour based on a 40 hour work week.

Candidates are encouraged to electronically submit their resume, a covering letter, three work related references, and salary expectations to the following address by no later than August 18, 2014 to:

[sdv.hmc@shaw.ca](mailto:sdv.hmc@shaw.ca)

**RE: Town of Gravelbourg, SK Administration Assistant Competition**

**Inquires may be made to:  
Dean Yaremchuk, Senior Partner  
HMC Management Inc.  
1.204.870.0236**

A job description is available upon request and only those candidates selected to be interviewed will be contacted.

