

# Administrative Assistant

**Location:** Rural Municipality of Edenwold No. 158, Saskatchewan

**Employment Type:** Minimum 6-Month Term, Full-Time

**Department:** Administration



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## About Us

The RM of Edenwold (RM) is a growing municipality that combines rural charm with modern opportunities. Our team plays a key role in supporting vibrant communities, thriving agriculture, and dynamic business districts. Located along major highways, we're a hub for development and innovation—making your work impactful and rewarding.

## Role Overview

The RM of Edenwold is currently accepting applications for a Full-Time Administrative Assistant for a six-month term, covering a leave of absence. This is an entry-level position that provides administrative and customer service support to ensure the efficient day-to-day operations of the municipal office. The Administrative Assistant plays an important role in helping the RM meet its operational and service delivery goals.

## Key Responsibilities

As an Administrative Assistant, your responsibilities will include, but are not limited to:

- Providing front-line customer service related to municipal government operations, including assessment and taxation inquiries
- Answering and directing telephone calls to appropriate departments
- Greeting and assisting customers in person
- Processing and receipting payments
- Coordinating and scheduling meetings, appointments, and travel arrangements
- Managing and coordinating multiple calendars
- Performing word processing and data entry tasks
- Handling incoming and outgoing mail distribution
- Filing and scanning documents into electronic filing systems
- Assisting with other administrative duties as assigned by the Administrative Coordinator

## Education & Qualifications

The successful candidate will possess the following education, skills, and attributes:

- Grade 12 diploma
- Office Education Certificate

- Familiarity with Munisoft software, or a demonstrated aptitude for learning IT software systems (considered an asset)
- Strong organizational and time management skills, with the ability to manage multiple tasks simultaneously
- Experience with general office duties and a working knowledge of basic accounting principles
- Proficiency with Microsoft Office applications
- Ability to work effectively with management, support staff, and elected officials
- Strong verbal and written communication skills
- Punctual, detail-oriented, and reliable work ethic

## Compensation

The RM of Edenwold offers a competitive salary and benefits package based on education, qualifications, and relevant experience.

**Salary Range:**

\$37,400 to \$48,100 per year

## How to Apply

Qualified candidates should submit a resume and cover letter to the RM of Edenwold No. 158 by:

- **Email:** info@edenwold-sk.ca
- **Mail or In-Person:**
  - RM of Edenwold No. 158  
100 Hutchence Road  
Emerald Park, SK S4L 1C6
- **Fax:** 306-347-2970

Applications will be accepted until **4:00 p.m. on Monday, April 27, 2026.**

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