

Village of Vibank Job Posting:

Administrative Assistant
The Village of Vibank
1 Part-Time Position
Department: Administration
Status: Part-Time, Permanent
Date Posted: December 5, 2022
Date Closing: January 6, 2023
Number of Positions: 1

Reports to: Chief Administrative Officer (C.A.O.)

Working Schedule: Permanent Part-time, 1-2 days per week plus additional days as may be required. Fairly flexible on days and hours.

Duties:

The Village of Vibank requires an ADMINISTRATIVE ASSISTANT. The successful candidate will be responsible for assisting with general office procedures. Applicants must possess Grade 12 or equivalent. Knowledge of; Municipal Governments, the Microsoft Office Suite, Facebook and other social media platforms, general office equipment and procedures would be an asset.

Salary Range is dependent on qualifications and experience. The Village of Vibank offers an extensive pension and benefits plan.

Knowledge, Abilities and Skills (required for acceptance into the job or to be demonstrated within first 6 months of being hired to the position)

1. Perform critical work with accuracy
2. Ability to prioritize work at hand
3. Ability to respond to public requests within a timely manner
4. Good communication, interpersonal, organizational, time management, analytical and problem-solving skills
5. Ability to anticipate and balance multiple demands and priorities and meet deadlines
6. Ability to work with Council, Administration and co-workers

Required Personal Characteristics:

- Trustworthy and respectful
- Approachable and accessible
- Flexible and collaborative
- Positive attitude
- High standards of quality of work

How to apply: Please forward your resume by **January 06, 2023 at 3:00 p.m.**, to **Village.of.vibank@sasktel.net** or mailed to Village of Vibank, Box 204 Vibank, Sk S0G 4Y0