



Town of Hepburn

Assistant Administrator

The Town of Hepburn invites applications for the position of full-time Assistant Administrator (approx. 35hrs per week). The successful applicant will be responsible for assisting with daily operations of the Town Office. Must possess a positive attitude and exceptional organizational skills, and the ability to work under minimal supervision.

The Town has a population of 688 people and is located 40 km north of Saskatoon. A bedroom community with a business district, arena, bowling alley, K-12 public school and churches.

Visit our website at www.hepburn.ca

Duties include but are not limited to:

- Customer service, general office duties
- Monthly Utility Billings
- Accounting duties - Receivables, Payables
- Collections & Payroll
- Review, generate and maintain website content

Qualifications:

- Excellent oral and written communication
- Natural ability to generate creative solutions
- Driven to exceed expectations and prioritizes public relations
- Quick learner that adapts easily to new technologies and applications
- Makes effective and efficient use of time and resources
- Some municipal experience would be an asset but not a requirement
- Proficient computer skills including Microsoft Office (word, excel, power point, & outlook)

The Town offers a comprehensive benefit package through SUMA (Canada Life) and an excellent pension (benefit-pension package) through MEPP, and other policy driven benefits including a clothing allowance. *Ideal candidate should be willing to obtain a Standard Certificate in Local Government Authority.* Council is prepared to compensate the right candidate with a competitive wage.

Please submit Cover Letter, Resume, Salary Expectations and References to:

Town of Hepburn

Attn: Amanda Peters

Box 217

Hepburn, SK S0K 1Z0

Email: cao@hepburn.ca

Applications will be accepted until the position is filled. Only those selected for an interview will be contacted. A job description is available upon request.