

Village of Debden Job Posting

Casual/Part time Office Assistant

The Village of Debden invites applications for a Casual/Part time Office Assistant.

Start Date: when position filled

Weekly Hours: Minimum one day (5 hours) per week as required. Position may lead to additional guaranteed hours.

Qualifications:

- **Grade 12**
- **Criminal Record Check**
- **Bondable**
- **Computer Skills (Microsoft Office Experience would be an added asset)**
- **Knowledge in basic bookkeeping or accounting principles and practices**
- **Ability to deal effectively with the general public, maintain confidentiality and to work independently**
- **Although not required, preference will be given to candidate who possesses or is willing to pursue classes in Local Government Authority to continue with the Village of Debden's succession plan.**

Resumes, including expected salary, may be mailed, emailed or taken to the Village Office.

#204 2nd Avenue East

Village of Debden

Box 400

Debden , Saskatchewan

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villagedebden@sasktel.net

For more information contact Tamara Couture at (306)724-2040.

Council wishes to thank all applicants, but only those selected for an interview will be contacted.