

# Village of Debden Employment Opportunity

## Part-Time Office Assistant

**JOB DESCRIPTION-** The Village of Debden is hiring an Assistant 1-2 days a week to help with day-to-day office tasks. The days of the week and working hours are negotiable.

### Job Duties

- *Data Entry*
- *Account Payables/Receivables*
- *Utility Billing*
- *Customer Service*
- *Banking and Bank Reconciliation*
- *Updating Webpage and Social Media*
- *Other Duties Assigned by Administrator*

### Requirements & Qualifications

- > *Grade 12 Diploma*
- > *Bondable with Criminal Record Check*
- > *Intermediate Computer skills*
- > *Ability to work unsupervised*
- > *Ability to maintain confidentiality*
- > *Microsoft Office Experience and basic bookkeeping experience would be an asset*

Start Date: When filled

Application Deadline: January 31/2025 or when suitable applicant is hired

Resumes may be mailed, emailed or delivered to the Village Office.

Village of Debden

204-2<sup>nd</sup> Ave East

Box 400, Debden Sk. S0J0S0

[office@debden.ca](mailto:office@debden.ca)

For more information, contact Tamara Couture at the Village Office (306)724-2040.