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OFFICE OF THE ADMINISTRATOR

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## VILLAGE OF ELBOW

### EMPLOYMENT OPPORTUNITY

### OFFICE ASSISTANT

**Date Posted:** June 17, 2026

The Village of Elbow is accepting applications for a permanent, full-time Office Assistant (37.5 hours/week). Reporting to the Chief Administrative Officer (CAO), the Office Assistant is responsible for routine accounting duties and functions and providing administrative support for various municipal departments. This position includes daily contact with the public and the expectation of courteous, prompt and efficient interaction. The successful applicant must be a self-starter and a team player.

Duties include but are not limited to:

- Front office daily activities including customer service, emails, phone calls, appointment scheduling, filing, letters, daily correspondence, filing, data entry, receipting, preparing deposits
- Entering accounts payables and receivables
- Website management and basic IT troubleshooting
- Liaise with elected and appointed officials and local community groups
- Monthly and quarterly utility billing
- Fill in for CAO or Recreation Director when they are unavailable
- Other duties as assigned

Experience and qualifications preferred:

- Strong verbal and written communication and organizational skills
- Keen attention to detail and ability to multi-task and prioritize work
- Proficiency with computers including Microsoft Office (Word, Excel, Outlook)
- Problem solver able to work under deadlines
- Knowledge of municipal operations and knowledge of Munisoft are an asset but not required.

The Village of Elbow offers competitive compensation, group insurance benefits and a municipal pension plan. Salary range for this position is \$22.00-\$25.00 per hour (under review) based on experience. Open office hours are Monday-Friday, 9-12 & 1-5 pm. Start date is negotiable

Any candidates interested in joining our team are welcome to forward their cover letter and resume by July 3<sup>rd</sup>, 2026 by email to [elbow@sasktel.net](mailto:elbow@sasktel.net), or by mail to Box 8, Elbow SK S0H 1J0.

Only candidates selected for an interview will be contacted.



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