RM of Sherwood No.159

Administrative Assistant – Term Position

Description:

Reporting to the Manager of Administration, the RM of Sherwood's Administrative Assistants provide excellent customer service to the public and skilled administrative support to the RM's municipal departments. Our administrative assistants are expected to work independently and as part of a team with a high degree of professionalism and competency.

Duties & Responsibilities will include:

- Provide reception services to the public, in person, over the telephone and through electronic means.
- Respond to general inquiries and requests with courteous and effective communication.
- Perform data entry and basic accounting procedures for accounts payable and accounts receivable.
- Timely and accurate processing and distribution of utility billing.
- Process title changes and changes of ownership; prepare tax certificates.
- Prepare and update written and electronic communications.
- Prepare and process agreements and applications.
- Assist in mail preparation and distribution.
- Perform file and record management.
- Coordinate and maintain general office services and supplies.
- Maintain familiarity and ensure compliance with municipal policies and bylaws.
- Provide support to departments with ongoing tasks, projects, and services.
- Participate in cross training and provide back up for other team members.
- Other duties and functions may be assigned from time to time.

Required Knowledge, Skills & Abilities:

- Proficient in Microsoft 365 business applications such as Outlook, Word, Excel, Teams.
- Ability to quickly learn new software, processes and procedures.
- Excellent customer service and conflict resolution skills.
- Strong time management skills with the ability to prioritize tasks to complete assignments in a timely manner.
- Accuracy and attention to detail.
- Knowledge of basic accounting principals.

Education & Experience Requirements:

- Grade 12 Diploma plus post-secondary education in business studies such as local government, administration, accounting, office education, etc.
- Three or more years of experience in an administrative assistant role with progressively expanding responsibilities.
- Previous municipal government experience is a definite asset.
- Experience with MuniSoft municipal software is an asset.
- A valid SK Class 5 driver's license.

A combination of related education and experience may be considered. Everyone has their own unique talents, skills, and background. Even if you don't meet 100% of the qualifications outlined above, let us know why you'd be a great fit for this role!

Term & Compensation:

Location: Regina, SK
Employment Term: Temporary Full-Time
Length of Employment: 18 months (with the possibility of extension) starting January 15, 2026
Hours of Work: Monday-Friday, 8:00 am to 4:30 pm (37.5 hours per week)
Starting Monthly Salary Range: $3,843 to $4,804 depending on experience

If you are interested in applying for this opportunity, please submit a resume and cover letter to careers@rmofsherwood.ca by December 5, 2025.

We thank all applicants for their interest, only those selected for further consideration will be contacted. Final candidates will be subject to a pre-employment background check.