

**JOB OPPORTUNITY**  
**R.M. OF BLAINE LAKE NO. 434**  
**ADMINISTRATIVE ASSISTANT**

The RM of Blaine Lake No. 434 is accepting applications for the temporary full-time position of Administrative Assistant to cover a maternity leave of 18 months. The position duration is from November 1, 2025 – April 30, 2027.

The RM of Blaine Lake No. 434 is seeking an individual with excellent communication, customer service, organizational, and time management skills. The successful applicant should be proficient with Microsoft Office (Word, Excel, Outlook) & training on MuniSoft will be provided. Applicant must be able to work independently and as part of a team and handle confidential information. Responsibilities include the following:

- Opening and processing mail
- Answering phones and emails from the public
- Receipting
- Billing receivables
- Entering payables
- Printing and assembling meeting packages
- Processing payroll and printing cheques for employees, CRA, MEPP & Union
- Reporting MEPP
- Entering change of ownerships
- Preparing tax certificates
- Reporting of waste management reports
- Preparation of gravel & mowing maps
- Ordering office supplies

A full list of job duties will be supplied upon request. Municipal experience is not required but would be an asset. A criminal record check must be submitted with your application. Applications stating qualifications, work experience, and three work related references may be submitted to:

RM of Blaine Lake No. 434

Box 38

Blaine Lake, SK

S0J 0J0

[rm434@sasktel.net](mailto:rm434@sasktel.net)

*Position will remain open until filled. We thank all of those who apply; however, only those selected for further consideration will be contacted.*