



## **Employment Opportunity Full Time Front Office Assistant**

The Town of Carrot River is currently seeking a motivated individual to fill a position within its Administrative Department as a Full Time Front Office Assistant.

This position is ideal for a post-secondary student or someone seeking permanent work in an office setting. It offers valuable municipal experience that can enhance future employment opportunities.

### **Key Responsibilities:**

- Work as part of the Administrative team in implementing Town policies and programs
- General front office duties:
  - Answering and directing phone calls
  - Assisting customers with inquiries and requests
  - Filing and data entry
- Perform additional duties as delegated by the Administrator

### **Preferred Qualifications (Training Available for the Right Candidate):**

- Certificate in Office Administration, or equivalent education/experience
- Municipal office experience is an asset but not required
- Strong computer skills, including:
  - Mandatory experience or willingness to train with Microsoft Office
  - Familiarity with Munisoft Software is an asset but not required

### **Position Details:**

- Monday to Friday 9:00am to 4:30pm
- Start Date: As soon as a suitable candidate is found
- Reports to: Town Administrator
- Benefits: Matching pension plan and group health/dental benefits available upon qualification. New employees are subject to a probationary period before permanent assignment.

### **How to Apply:**

Please submit your resume with three work related references by 12:00 PM, Wednesday, March 4, 2026 to:

Town of Carrot River  
PO Box 147  
Carrot River, SK S0E 0L0  
Email: [cao@sasktel.net](mailto:cao@sasktel.net)

*We thank all applicants for their interest. Only those selected for an interview will be contacted.*