



## **Requires the services of an Office Assistant (Student Position)**

Applications are now being accepted for the position of Student Office Assistant

- 30 hours per week
- Monday to Thursday
- June to the end of August, 2019
- Must be bondable (successful candidate must supply a criminal record check)
- Good public relation skills
- Proficiency in Microsoft Office is essential

### Duties Include

- Reception
- General Office Duties
- Data Compilation
- Computer Entries
- Filing

Wage will be dependent upon experience.

Please send resume and three references to:

Mail: RM of Beaver River No. 622  
Box 129  
Pierceland, SK  
S0M 2K0

Email: [rm622@sasktel.net](mailto:rm622@sasktel.net)

Fax: 306-839-2178

The R.M. thanks all who apply, but only those selected for interviews will be contacted.

Closing Date: March 20, 2019 at 4:00 pm