

Town of Saltcoats
OFFICE OF THE TOWN ADMINISTRATOR

Town of Saltcoats is looking for a Full-Time Administrative Assistant – Term Position (1.5 yrs)

- Under the general direction of the Town Administrator, the Administrative Assistant is accountable for providing assigned administrative duties for the Town of Saltcoats.
- The incumbent is responsible for the efficient operation of the Town Office including ensuring that clerical functions are completed in an accurate, timely and confidential manner.

Qualifications:

- Successful completion of Grade XII
- Completion of the Local Government Administration Program is an asset
- Completion of Office Education is an asset

Experience:

- Previous office experience
- Municipal office experience is an asset

Skills and Abilities:

- Excellent computer/keyboarding skills
- Basic Accounting Skills
- Ability to produce professional documents including letters, brochures and signs
- Excellent oral and written communication skills
- Excellent organizational skills
- Ability to work with others in a team environment and to conduct business in a professional manner
- Excellent public relations skills
- Ability to maintain confidentiality

Duties and Responsibilities:

All clerical functions required in the Town Office including but not limited to:

- Reception duties and telephone coverage
- Issuing receipts
- File management and follow-up
- Ensure office equipment is functioning efficiently and troubleshoot where necessary
- Processing incoming and outgoing mail
- Composing and editing correspondence, newsletters, agendas, brochures and reports
- Booking facilities and meetings
- Website and Facebook management
- Other related duties as assigned.

Please email your resume along with a cover letter to Glenda Hamilton, CAO at saltcoats.town@sasktel.net .

Deadline is 9:00 am, Monday, June 29th, 2026