



Box 90, Coronach, SK S0H0Z0

Town of Coronach Employment Opportunity Assistant Administrator

The Council of the Town of Coronach seeks a new Assistant Administrator, located at the Town Office, 212 1st Street East in Coronach. We are open to a full time or part time position. This position would be 28 or 35 hours per week, Monday through Friday, based on availability of the applicant.

The successful applicant must have a minimum of 2 years' experience in office administration and possess well developed organizational and interpersonal communication skills, be detail oriented, a team player, and be bondable. Confidentiality is a requirement; and said candidate must also be capable of meeting deadlines, multi-tasking, adapting to change and working unsupervised. Preference will be given to those candidates possessing the following:

- Proficiency with Microsoft Office programs.
- Experience in receipting, payroll, accounts payable and accounting are an asset
- Municipal/Rural Office experience is an asset
- MuniSoft program experience is an asset

Qualified applicants are invited to submit their resume including references, qualifications and cover letter stating wage expectations by August 13, 2026. Duties are to commence upon approval of the successful applicant based upon availability.

Wage Range for this position is \$20.00 - \$25.00/hour. Full time applicants (over 30 hours/week) would be eligible for benefits and Pension plan contributions after completing the 90 day probation period.

Renea Paridaen, Chief Administrative Officer
Town of Coronach, Box 90
Coronach, Saskatchewan S0H 0Z0
Please apply by email: office@townofcoronach.ca