



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. This position would be a part time position. This position would be 23 to 24 hours per week, three days per week, based on availability of the applicant. The position would become temporary full-time when the Chief Administrative Officer (CAO) is away on holidays.

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. The successful candidate will be required to answer phone calls and take messages as they arise as well communicating effectively with the public. 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 October 15, 2026 at 4:30p.m. Duties are to commence upon approval of the successful applicant based upon availability.

Wage Range for this position is \$20.00 - \$25.00/hour. There will be a 90-day probationary period.

Renea Paridaen, Chief Administrative Officer
Town of Coronach, Box 90
Coronach, Saskatchewan S0H 0Z0

Please apply by email: office@townofcoronach.ca or in person at the Town Office.