



VILLAGE OF CANWOOD EMPLOYMENT OPPORTUNITY

The Village of Canwood is accepting resumes for one full-time term **Office Assistant/Maintenance position**.

The successful applicant will be required to work a minimum of 35 hours per week in the Office and maintenance departments in the spring and summer months with duties that include:

- Office Administration duties
- Operating mowers and grass cutting equipment;
- Maintenance of municipal property and community beautification;
- Park Maintenance;
- Public relations;
- Other duties as requested.

The Applicant must be between 16 to 30 years of age at the start of employment; is a Canadian Citizen; and legally entitled to work according to the relevant provincial/territorial legislation and regulations. Minimum qualifications for this position:

- Valid Class 5 Drivers License;
- Ability to work in a group environment as well as independently;
- Office experience would be an asset.

This position is a term position for the spring and summer months, however, there may be an opportunity to extend into casual position after the set term is over.

For more information on this position, please contact:

Heather Sten, *Administrator*

(306) 468-2016

Tuesday to Thursday 9:00 a.m. to 4:00 p.m.

Mail applications to:

Village of Canwood

Box 172

Canwood, SK S0J 0K0

Office: 651 Main Street

Fax:(306) 468-2805 or

e-mail: canwood.town@sasktel.net

Closing date for applications is May 31, 2024