

# WE'RE HIRING

The RM of Francis is seeking a full time office assistant who is a self-motivated individual with a willingness to learn, great attention to detail and excellent communication skills.

Proficiency in computer software programs is necessary. This position assists the administrator in day to day operations as needed.

## FT OFFICE ASSISTANT

- Efficient technology skills and poster design is desired
- Accounting and payroll knowledge an asset
- Superb organizational & multi tasking skills
- Adaptability, time management and confident professionalism
- Assist and prioritize requests from Administrator

Interested candidates shall submit a cover letter with wage expectations to the Administrator along with your resume listing your skills and qualifications and work references by July 13, 2023

Only those selected for an interview will be contacted . Skills and knowledge based quiz may be required during interview process.



**RM of Francis**  
*No. 127*

**RM127 Office hours**  
**M-F 9-4:30pm**

**PT NE 32 14 14W/2**

The RM offers a comprehensive benefits and MEPP pension plan

Email or drop off resume in-person

P; 306-245-3256

**Apply Now!**

**CAO@rmoffrancis.ca**

[www.rmoffrancis.ca](http://www.rmoffrancis.ca)