



Administrative Assistant

The Town of Lanigan, with the assistance of R. McCullough Management Consulting (<https://rmconsult.ca>), is looking for the right person to fill the position of Administrative Assistant.

The Administrative Assistant reports to the Corporate Services Manager and will be responsible to provide administrative support as well as front line interaction with the public. Superior customer service skills are a must have!

The right fit for this position will be someone that has strong administrative and interpersonal skills. The ability to interact with customers, elected officials and staff with diplomacy and respect is a requirement for this position. Attention to detail is equally important!

Skills and knowledge attributes for this position include strong communication, organizational, computer literacy and general administrative experience.

If this opportunity excites you, please submit your resume with a cover letter that explains why you are interested in this position and why you think you would be the best fit for the role. Your cover letter should include your salary expectations and cite three references. A satisfactory criminal record check is a requirement for the successful candidate.

Please submit your interest via email to cao@lanigan.ca

If you have any questions or need more information, please contact:

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