

Village of Leask  
Employment Opportunity  
**Part-Time Office Assistant**

The Village of Leask invites applications for a part- time Office Assistant. The successful applicant will report to the Village Administrator and will be responsible for a range of office duties including customer service, managing accounts payable and accounts receivable, and office administration.

Key aptitudes:

- Value professionalism and confidentiality
- Working knowledge of office software & equipment
- Strong written and oral communication skills
- Able to supply a current criminal record check

Preferable but not required:

- Previous experience in office administration
- An understanding of the local authority of information and protection act of Saskatchewan and the Regulation and Act's required for Municipal office is preferable but not required

The position will remain open until a suitable candidate is hired.

**Please forward cover letter and resume to:**

**Village of Leask**  
**P.O. Box 40**  
**15, Main street, Leask, SK**  
**Email: [admin@leask.ca](mailto:admin@leask.ca)**