

**RESORT VILLAGE OF CANDLE LAKE
EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT**

The Resort Village of Candle Lake is currently seeking an Administrative Assistant. Experience in a municipal setting, knowledge of MuniSoft and Microsoft applications, computer, strong interpersonal and communication skills will be an asset. A full job description is available at the Village office or via email.

A competitive salary will be paid in accordance with qualifications and experience, including a benefits package. Please submit resume, in confidence, stating qualifications, and experience and salary expectations, together with references to:

**Heather Scott, Administrator
Resort Village of Candle Lake
Box 114
Candle Lake, SK S0J 3E0
Phone: (306) 929-2236
Fax: (306) 929-2201
candleadministrator@sasktel.net**

**Applications will be accepted until suitable
Candidates have been found. Only those candidates will be contacted
for an interview.**