Assistant Administrator -   RM of Laird No. 404

Date Posted: March 25th, 2026

The Rural Municipality of Laird #404 is accepting applications for:

Part time/ Full time Assistant Administrator.

The Assistant Administrator will provide support for the Administrator in all aspects of municipal administration.

The successful applicant shall:

- Have the ability to work independently
- Have good verbal communication skills
- Enjoy working with the public
- Computer proficiency: learning Munisoft programs
- Be organized and professional

Interested individuals should submit their resume including:

Qualifications, work experience, references and wage expectations

by 12:00 (noon), Friday April 24th , 2026.

Approximate start date is Mid May 2026.

The R.M. thanks all those who apply, however, only those selected for an interview will be contacted.

Jason Dagenais, Administrator

R.M. of Laird No. 404

Box 160

Waldheim, SK. S0K 4R0

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