

THE WORLD- Spectator

FULL-TIME EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

Duties include dealing with customers and handling submissions for the newspaper, managing a subscription database, processing payments, preparing deposits, entering billing information, preparing circulation reports, transcribing interviews, and other office duties as assigned.

The successful applicant must be professional in dealing with people, have strong computer, spelling, and typing skills, and strong organizational skills. They must be able to complete tasks quickly and efficiently and on deadline, and work as part of a team to ensure that duties are completed each week on time. Previous administrative experience would be an asset, but is not required, as we are willing to train.

The World-Spectator offers competitive wages, a team-oriented work environment, and a benefits package.

Please send a resume to:

kara@world-spectator.com

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