

VILLAGE OF MANOR

The Village of Manor is accepting applications for the position of Administrator.

The Administrator will be responsible for all operations of the Village in accordance with the bylaws and policies established by council, and The Municipalities Act. The Administrator will work closely with all Village employees.

Preference will be given to applicants that have their Certificate in Local Government Administration. Experience with Munisoft software, Microsoft Office, and Paymate is considered an asset. The successful candidate should possess superior skills in verbal and written communication, public relations and time management; have strong knowledge in accounting and finance; exhibit leadership and be community oriented.

This position is Monday to Thursday. Council Meetings are every 3rd Wednesday. This position offers a pension plan and benefits package.

**CLOSING DATE FOR APPLICATIONS IS
MARCH 27TH, 2026.**

Please submit your cover letter and resume outlining education, qualifications, experience, and work-related references to:

Email: admin.manor@sasktel.net

Or by mail/in person to:

**Village of Manor
PO Box 295, 45 Main Street,
Manor, SK. S0C 1R0**