

Looking for a flexible part-time opportunity in Cardston?

The Southwest Irrigation District is looking for a Part-Time Administrative Assistant (8-16 hours/week) in Cardston, AB. If you're organized, detail-oriented, and enjoy keeping things running smoothly, we'd love to hear from you!



Job Opportunity: Administrative Assistant
Part-Time | 8-16 Hours per Week | Cardston, AB

Southwest Irrigation District is seeking a reliable and organized Administrative Assistant to support our District Manager and assist with the day-to-day operations of the District office.

This is an excellent opportunity for someone who enjoys administrative work, values attention to detail, and takes pride in providing professional service to the community.

Key Responsibilities

- Provide administrative support to the District Manager
- Assist with accounts payable and accounts receivable
- Perform general office administration duties
- Schedule, coordinate, and attend board meetings
- Record and prepare accurate meeting minutes
- Learn and work within the Irrigation District Act and related regulations
- Communicate professionally with government officials and ratepayers
- Maintain organized records and documentation

Qualifications

- Strong organizational and time-management skills
- Excellent verbal and written communication abilities
- High level of accuracy and attention to detail
- Proficiency with Microsoft 365
- Experience with QuickBooks is an asset (training can be provided)
- Strong customer service and interpersonal skills
- Ability to work independently and collaboratively as part of a team
- Previous administrative experience is preferred but not required

What We Offer

- Flexible part-time hours
- Supportive and professional work environment
- Training provided where needed

How to Apply

Please submit your resume and cover letter to: freda.still@pricemin.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

 Apply: freda.still@pricemin.ca

August 17, 2026