

HELP WANTED

OFFICE CLERK

TOWN OF WOLSELEY

The Town of Wolseley is seeking a flexible hours Part-time Office Clerk. This is a position which provides support for the Town and is directly responsible to the Chief Administrative Officer (“CAO”).

Duties involved would include assisting the CAO with various daily activities: general receptionist (i.e. answering telephone and fielding calls, assist ratepayers with various requests, filing, data entry); receipting, setting up and maintaining customer profiles and accounts, accounts receivable, cemetery administration and other duties as assigned by the CAO.

Qualifications which may be of benefit: working knowledge of basic accounting procedures, organization and time management skills, accuracy and ability to maintain attention to detail, must maintain confidentiality, discretion and demonstrate good judgement, knowledge of basic computer skills in Microsoft Outlook, Word and Excel, self-motivated and work well without supervision, dependable and reliable.

The hours of duty would be flexible with approximately twenty-four (24) hours per week. The flexibility would come in the form of filling in for office hours while the CAO is out of the office and working during peak periods (i.e. utility and tax billing and month end). Please state wage expectation in your application. The wage would be negotiable, and dependent on experience.

Applications for the position are to be received at the Town Office, electronically to townofwolseley@sasktel.net or by regular post to: Town Office Box 310 Wolseley, SK S0G5H0.

For more information regarding this position, please contact the Town Office at (306) 698-2477 or email townofwolseley@sasktel.net.

This position will remain open until a suitable candidate is found. We thank all those who apply and advise that only those selected for further consideration will be contacted.

Dated this 14th day of June, 2019
Signed: Candice Quintyn, CAO

