

Rural Municipality of Milton No. 292

Rural Municipality of Antelope Park No. 322

Village of Marengo

STUDENT EMPLOYMENT OPPORTUNITY - OFFICE CLERK

Applications will be accepted for ONE seasonal position of Office Clerk in this joint administration office.

Duties include (but are not limited to):

- Receipting of payments
- Front reception duties
- Administrative support to the Administrator, Assistant Administrator and Assistant
- Data entry into municipal software programs
- Filing and mailing
- Process, handle and deliver mail received through the Canada Post dealer outlet located in the municipal office
- Sale of hunting and fishing licenses
- Any other duties as assigned

The successful applicant will demonstrate effective communication, organization, and computer skills; able to work independently and be able to quickly learn new concepts and procedures. This is a flexible position you will have the opportunity to work regular office hours of Monday to Friday 8 am to 4 pm. Shift will be based on your availability.

Interested applicants are invited to forward their resume, including education, experience and references to the Administrator by:

In Person: 20 1st Ave North Marengo

Mail: Box 70
Marengo, SK S0L 2K0

Fax: (306) 912-8922

Email: rm292.rm322@sasktel.net

Please phone the office with any questions 306-968-2922, position will be open until filled.