



EMPLOYMENT OPPORTUNITY OFFICE CLERK

The Town of Tisdale is seeking a highly motivated individual to fill the position of Permanent Full Time Office Clerk. Successful applicant is expected to provide general office support and customer service.

Requirements:

Grade 12 or equivalent

Proficiency in Microsoft Office

Knowledge of MuniSoft software would be an asset but willing to train

Previous office administration experience would be an asset

Ability and willingness to learn

Ability to multi-task

Excellent time management skills, can organize and prioritize work and meet deadlines while maintaining high degree of accuracy

Excellent interpersonal skills to deal with the public, co-workers and elected officials in a positive, courteous and respectful manner

Work well independently as well as within a team

Ability to keep confidential information

General duties for this position may include the following:

Customer Service

Facility Booking

Accounts Receivable

Cash Receipting

Reception

Other Related Duties or Assigned Tasks

The Town Office strives to promote employee development with future cross training opportunities including Accounts Payable, Utility Billing & Maintenance and Payroll.

Typical hours will be 8:00 am to 4:30 pm Monday to Friday allowing 30 minutes bank time to be used every third Friday. Salary and benefits will be according to CUPE Local 777-02 Agreement. A criminal record check may be requested.



In confidence, qualified candidates are encouraged to submit their resume, a covering letter and three work related references to:

Town of Tisdale

Attn: Carol Lawrence, Director of Finance

Email: lawrence@tisdale.ca

Fax: 306-873-5700

Box 1090 Tisdale, SK S0E 1T0

This position will be open until a successful applicant has been chosen. We would like to thank all applicants but only those selected for an interview will be contacted.