



Position of Office Clerk

If you are looking for an exciting opportunity and team atmosphere, the Town of Grenfell is seeking the services of an outgoing, friendly and self-motivated person become a part of the office team.

Some of the duties would be as below:

- Greeting customers, respond courteously and constructively to public requests and complaints by providing or obtaining the appropriate information and/or directing to appropriate person in person or on the phone and by email.
- Preparation and distribution of documents as directed.
- Working collaboratively with other departments, facilitating coordination on projects when required.
- Receiving payment and processing receivables payments.

Skills, Experience and Qualifications:

- High School diploma and Minimum one-year experience in related administrative position.
- Diploma or certificate in Office Administration will be considered an asset.
- Excellent communication and public relations skills, verbally and in writing with staff and the public.
- Knowledge of office procedures and equipment.
- Excellent computer skills; proficiency is required in the use of a variety of computer software programs and related equipment, including Microsoft Word, Excel, and MuniSoft.
- A Criminal Records Check with vulnerable sector is required to be submitted with you resume and references.

The hourly salary range for this unionized position is based commensurate with experience based on the CBA. The start date would be as soon as possible. The Town offers a competitive benefit plan after a successful probationary period.

In confidence, qualified candidates are encouraged to electronically submit their resume, a covering letter, three work related references, and hourly salary expectations to the following address by no later than 4:30 p.m. on May 21st, 2021 to:

cao.grenfell@sasktel.net

RE: Office Clerk Competition

Inquires may be made to:

Brenna Ackerman, CAO

Town of Grenfell, SK

1-306-697-2815

Office Clerk job description is available upon request and only those candidates selected to be interviewed will be contacted.