



EMPLOYMENT OPPORTUNITY OFFICE CLERK

The Rural Municipality of Nipawin No. 487 is currently accepting applications for a full-time office clerk.

The RM of Nipawin and the Village of Codette is a joint municipal office.

As an office clerk, some of the duties include but are not limited to: answering phones, responding to ratepayer and public inquiries, assisting with municipal accounting, filing, typing, map updates, updating the website and social media accounts, issuing permits, and record management.

The successful applicant must possess the following skills:

- Previous office work experience, including proficiency with Microsoft Office programs and hands-on experience with office equipment
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills with an eye for detail
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude/pleasant personality
- Self-motivated and Dependable
- Integrity
- Teamwork
- Experience using MuniSoft programs is an asset

A competitive salary will be paid in accordance with qualifications and experience in addition to a standard SARM benefit plan.

Please forward resumes marked office clerk, stating qualifications and references to:

RM of Nipawin No. 487
Box 250 Codette, SK S0E 1E0
Email: 487@rmnipawin.ca
Fax: 306-862-2432

Job posting open until filled.

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