



Employment Opportunity

Temporary Part-time Office Clerk/Receptionist

Expires: When Filled

The Town of Rosthern invites applications from qualified persons for the position of a temporary part-time (two to three day a week) Office Clerk/Receptionist to fill a maternity leave position.

Qualifications:

- Excellent public relations skills
- Excellent written and verbal communication skills
- Computer skills
- Proficient in Microsoft Office

Salary will be dependent upon qualifications and experience.

Candidates for this position are invited to submit applications detailing qualifications, experience, education, and three (3) references to:

Nicole J. Lerat, CAO
Town of Rosthern
PO Box 416
Rosthern, SK S0K 3R0

Phone: 306 232 4826
Fax: 306 232 5638
Email: nicole.lerat@rosthern.com

Only those individuals selected for an interview will be contacted.