Town of Regina Beach
Temporary Part Time and Casual Office Administration Clerk

The Town of Regina Beach is accepting applications for the position of temporary part time and casual Office Administration Clerk.

This temporary position has a requirement for Monday, Wednesday and Friday full day commitment. Other days as needed. This position will last until Friday, December 18, 2020. Further assignment beyond December 18, 2020 may be available.

Reporting to the Acting CAO, the duties include but are not limited to providing customer service, providing assistance to the Manager of Public Works & Utilities in facilitating response to inquiries and to follow up requests, responding to enquiries from the general public, liaising with staff, processing payments, maintaining the Town’s data base, assisting with digital communications, ordering supplies, and other duties as assigned.

Candidates must demonstrate the following qualifications: strong communication and interpersonal skills, ability to treat matters in confidence, organizational skills, be a team player, able to work efficiently paying attention to detail, and be able to prioritize his or her workload.

Experience with Microsoft Office programs such as Word, Excel and PowerPoint are required. Experience handling monies is considered a strength.

Experience working with an engineering consultant or in a public works environment would be an asset.

Experience working in a municipal government environment or completion of a post-secondary program in office administration is an asset.

The wage range for this position begins at $16.93 per hour (2020)

The deadline for applications is Friday, October 16, 2020 at 4:30 p.m. Please direct a letter of application and a resume to:

Town of Regina Beach
Box 10
Regina Beach, Sask. S0G 4C0
Email: townoffice@reginabeach.ca or fax (306)729-3411

Information is collected under the provisions of the Local Authority Freedom of Information and Protection of Privacy Act

Only those applicants selected for an interview will be contacted.