

Clerical Office Staff – R.M. of Leask No. 464

The R.M. of Leask No. 464 is taking applications for a part time clerical position in the municipal office. The position is for 1 to 3 days per week but may occasionally be a full week. The office hours are 9:00 a.m. to 4:00 p.m.

Duties will include reception, receipting, deposits and includes other duties as assigned. The ability to work well with the public and other staff is important. Experience is not necessary but an aptitude for accounting is also an asset. The successful applicant will be provided with a fair hourly wage based on experience, as well as benefits.

Please forward your resume to:

Judy Douglas, Administrator

Email: rmleask.464@sasktel.net