



Office Clerk

The Town of Outlook is now accepting applications for a full time Office Clerk position. Working hours are Monday to Friday from 8:30 am to 5:00 pm. Duties may include but are not limited to: Accounts Receivable, Accounts Payable, Payroll and Benefits, Front-line customer service, and may provide administrative support for various municipal departments within the office. Position includes daily contact with the public and the expectation of courteous, prompt and efficient interaction. The successful applicant must be a self-starter and a team player.

Minimum Qualifications

- High School Diploma or Equivalent
- Proficient in Microsoft Office (Word & Excel) and basic accounting
- Strong verbal and written communication skills

Other Assets

- Experience writing correspondence, minutes, and policies
- Accounting experience
- Website and Design experience

The Town of Outlook offers a competitive wage range, starting salary for this position is \$20.00/hour and negotiable based on experience and qualifications. The Town also offers a comprehensive benefit package and pension plan. This position also has a benefit of an earned day off (EDO) every third Friday on a rotational basis.

Starting date would be July 2, 2019 or sooner if available.

Preference will be given to candidates with experience in a municipal setting.

Interested candidates are invited to forward a detailed resume, including work related references to townofoutlook@sasktel.net. Position will remain open until filled. Only successful applicants will be contacted. For questions about this position please contact our office at 306-867-8663.