



Northern Hamlet of Weyakwin

Job Posting

Temporary/Part-Time: Office Relief Worker

We are seeking a temporary Office Relief Worker for a maternity leave replacement. Under the direction of the Clerk, the Office Relief Worker provides confidential administrative, secretarial and clerical support to ensure that municipal services are provided in an effective and timely manner.

Requirements:

- **Must** pass a criminal record check.
- On the job training provided; basic office and computer skills are an asset.

Main Tasks & Responsibilities

- Answer phone; take and distribute accurate messages.
- Main desk reception; receive, sort, stamp and distribute incoming mail.
- Prepare outgoing mail for distribution.
- Fax, scan and copy documents.
- Maintain office filing and storage systems.
- Type documents, reports and correspondence.
- Organize travel arrangements.
- Monitor and maintain office supplies.

Start Date:

- As soon as possible.

End Date:

- March – June 2018

Wage:

\$13.00/hr.

Application Deadline:

- May 8, 2017 @ 12:00pm

Submit Resume, Cover Letter & Criminal Record Check to:

Northern Hamlet of Weyakwin
Attn: Flora Kraus
Box 295 Weyakwin, SK S0J 1W0