



EMPLOYMENT OPPORTUNITY

The Rural Municipality of Beaver River No. 622 is accepting applications for a Full Time Office Clerk.

Qualifications:

- Proficient in various MS Office applications;
- Excellent written and oral communication skills;
- Ability to work with the public;
- Ability to work with confidential information;
- Basic accounting skills are considered an asset.

Duties:

- Various clerical and front desk reception duties;
- Posting payments & processing cash;
- Pick up & drop off of daily mail;
- Bank Deposits;
- Maintain main office email account;
- Maintaining various office files;
- Ordering office supplies;
- Processing & maintaining building permit files;
- Providing support where required;
- Other duties as assigned.

The RM of Beaver River office is located in the Village of Pierceland. Office Hours are Monday to Friday 8:00 am to 4:00 pm with unpaid 1 hour lunch.

The RM offers SARM benefits after a 3 month probationary period and Municipal Employees Pension Plan.

Starting wage dependent upon experience.

Interested applicants should apply with a resume stating qualifications, experience and **references** to:

RM of Beaver River No. 622
Box 129
Pierceland, SK, S0M 2K0

Or email to nicolerm622@sasktel.net

Deadline for application submission is January 11, 2024 at 4:00 pm

Council thanks all applicants for their interest, however only those chosen for an interview will be contacted.