



**EMPLOYMENT OPPORTUNITY
TEMPORARY FULL-TIME POSITION
OFFICE SERVICES CLERK - RECEPTION**

Posted April 8, 2026



The Town of Lumsden and the Rural Municipality of Lumsden No. 189 invite applications for a temporary, full-time Office Services Clerk – Reception to join our administrative team.

Key Responsibilities

- Greet and assist visitors and callers in a professional and courteous manner; respond to and direct inquiries appropriately
- Receive, sort, and distribute incoming and outgoing mail and emails
- Conduct research and provide accurate information in response to inquiries
- Process payments, issue receipts, and prepare routine legal and administrative documents
- Utilize municipal tax, assessment, and utility software
- Coordinate facility bookings, manage office supplies, and maintain filing systems
- Provide general administrative support to other staff members and assist with other duties as assigned

Qualifications and Skills

- Demonstrated experience working in an office or administrative environment
- Strong attention to detail with the ability to multitask and prioritize workloads
- Positive attitude with excellent communication and customer service skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Experience in office administration and clerical support functions
- Self-motivated with a strong problem-solving aptitude
- Ability to handle confidential information with discretion and professionalism

Hours of Work

- Full-time position, 37.5 hours per week (35 hours paid and 2.5 hours banked toward earned days off)
- Office hours are 8:00 am to 4:00 pm (half-hour unpaid lunch break)

Compensation and Benefits

- Wage range: \$23.02 – \$29.16 per hour, commensurate with experience and education
- Unfortunately, health benefits are not available for temporary positions

Application Process

Interested applicants are invited to submit their resume, in confidence, to:

Monica Merkosky, Chief Administrative Officer
P.O. Box 160
Lumsden, SK S0G 3C0
Email: town.lumsden@sasktel.net

A criminal record check will be required when applicants advance to the interview phase. The term of the temporary position is currently unknown. For additional information regarding this position, please contact **Monica Merkosky or Krystal Strong** at **(306) 731-2404**.

We look forward to welcoming a new member to our team; however, only those candidates selected for an interview will be contacted. There is no closing date for applications; the position will be filled when a suitable candidate is chosen.