



THE TOWN OF SWAN RIVER

Office Clerk Opportunity

The Town of Swan River is accepting applications for the position of a full-time office clerk.

Desired Qualifications:

- Experience in a municipal office setting;
- Highly proficient in the Office suite of software;
- Ability to learn new software and processes easily;
- Good communication skills, courteous, ability to deal with public;
- Experience doing payroll processes;
- A CMMA designation would be advantageous;
- Have a constant improvement attitude and a positive disposition;
- Payment processing experience.

Typical duties include:

- Payroll processing and other finance and administrative duties;
- Assist senior team members on reports and data gathering;
- Customer Service, general office work;
- Typing, retrieving, distributing, filing documents/correspondence;
- Operating various office equipment;
- Assist fellow team members as required;
- Various other duties as assigned.

Wage: \$17.58/hr. to \$23.04/hr. plus benefits etc.
35 hour/week Mon-Fri.

Applications will be received in person, or by email, at the municipal office until:

4:30 pm on Wednesday, October 30th, 2019

Questions may be directed to: Charles Croll
Town of Swan River
ph: 204-281-7032
cao@townsr.ca

Only those applicants receiving an interview will be contacted.