

# HELP WANTED

# OFFICE CLERK

# TOWN OF HANLEY

The Town of Hanley is seeking a flexible hours Part-time Office Clerk. This is a position which provides support for the Town and is directly responsible to the Chief Administrative Officer (CAO).

Duties involved would include assisting the CAO with various daily activities: general receptionist ( e.g. answering telephone and fielding calls, assist tax payers with various requests, filing, data entry); receipting, setting up and maintaining utility and tax accounts, accounts payable and other duties as assigned by the CAO.

Qualifications which may be of benefit: working knowledge of basic accounting procedures, organization and time management skills, accuracy and ability to maintain attention to detail, must maintain confidentiality, discretion and demonstrate good judgment, knowledge of basic computer skills in Microsoft Word and Excel, self-motivated and work well without supervision, dependable and reliable.

The hours of duty would be flexible with approximately 21 hours per week. The flexibility would come in the form of filling in for office hours while the CAO is out of office and working during peak periods (e.g. utility and tax billing and month end). The wage would be dependent on experience.

Applications for the position are to be received at the Town Office by February 10, 2017 electronically to [townoffice@townofhanley.ca](mailto:townoffice@townofhanley.ca) or by regular post to: Town Office, Box 270, Hanley, SK S0G 2E0.

For more information regarding this position please contact the Town Office @ 306-544-2223 or [townoffice@townofhanley.ca](mailto:townoffice@townofhanley.ca).

Only prospective candidates will be contacted.

