



Box 250 | Lebret, SK | S0G 2Y0

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## **Office Clerk**

**Location:** 41 Elm St, Katepwa

**Hours:** Casual, as required

The District of Katepwa is currently accepting applications for a **Casual Office Clerk** to join our municipal team. This position provides support for administrative tasks and front-line customer service, with a focus on professionalism, confidentiality, and attention to detail. The successful candidate will demonstrate strong interpersonal and organizational skills and be comfortable working in a dynamic office environment. These responsibilities and duties include but are not limited to:

- Provide front counter reception and customer service
- Daily correspondence; Emails, Filing; Data entry.
- Support administrative staff with correspondence, record keeping, and meeting preparations.
- Acting as a liaison between the municipality and the public.
- Facebook, newsletters, and website maintenance.
- Various other duties as assigned by the CAO.

### **Qualifications:**

- Minimum high school diploma.
- Proficient knowledge in Microsoft Office software, Microsoft Word and Excel programs.
- Experience with the MuniSoft applications will be an asset.
- Bondable.
- Exceptional interpersonal, administrative, organizational, communication (written and verbal) skills and the ability to multitask.
- Ability to work independently and as part of a team.

This is a casual position, with hours scheduled on an as-needed basis to support operational requirements.

The District of Katepwa offers a competitive salary with a comprehensive benefits package. Salary will be determined based on qualifications and experience. A clear criminal record check will be required. Please submit a cover letter and resume including wage expectation and three work related references by mail, e-mail, or fax to:

District of Katepwa  
Attn: Andrea Ehrmantraut  
PO BOX 250  
LEBRET SK S0G 2Y0  
email: [cao@katepwabeach.ca](mailto:cao@katepwabeach.ca)  
Fax: 306-332-5808

Applications will be accepted until **May 23, 2025**, or until the position is filled. We thank all applicants for their interest in this position. However, only those selected for an interview will be contacted.

For more information, please contact the District Office at **306-332-6645**.