

TOWN OF SHELLBROOK

www.shellbrook.net



The Town of Shellbrook currently has an excellent opportunity for ***a part-time Accounts Payable and customer service clerk (3 days/week)***. We offer a competitive wage and great benefits package.

If you are enthusiastic, enjoy a challenge and love working with the public in a fast paced office environment; then we want you on our team! In this role, you will need the ability to multi-task & pay close attention to detail. Duties will include, but are not limited to – processing accounts payable, bank reconciliations and provide general office assistance as needed. ***A strong background in Microsoft Office is required.***

Competition closes when suitable a candidate is found.

Résumés may be submitted to the Town Office at

71 Main Street, or by

mail: Box 40, Shellbrook, SK S0J 2E0

email: cao@townofshellbrook.ca

fax: (306) 747-3111