

## TOWN OF SHELLBROOK

www.shellbrook.net



The Town of Shellbrook currently has an excellent opportunity for ***a part-time Accounts Payable Clerk (1 day/week)***. We offer a competitive wage.

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 and to 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: [townoffice@townofshellbrook.ca](mailto:townoffice@townofshellbrook.ca)  
fax: (306) 747-3111