

TOWN OF SHELLBROOK

www.townofshellbrook.ca



The Town of Shellbrook currently has an excellent opportunity for ***a full-time Customer Service Representative/Office Assistant.*** We offer a competitive wage and 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. Excellent communication and problem solving skills will be beneficial. *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