EMPLOYMENT OPPORTUNITY
Temporary Full-Time
Administrative Office Support

Position: Administrative Office Support (Temporary Full-Time)
Organization: Town of Lumsden and RM of Lumsden No. 189
Location: Lumsden, Saskatchewan
Hours: Monday to Friday, 8:00 a.m. – 4:00 p.m.
Start Date: As soon as possible
Term: Temporary full-time position with an unknown end date. Employment will continue until the temporary staffing need has ended.

Position Summary

The Town of Lumsden and RM of Lumsden No. 189 are seeking an organized, dependable, and customer-focused Administrative Office Support person to join our team. This temporary full-time position provides administrative and clerical support to ensure the efficient operation of the municipal office while delivering exceptional customer service to residents, ratepayers, and visitors.

Key Responsibilities

- Greet and assist the public in person, by telephone, and electronically.
- Answer, screen, and direct incoming telephone calls.
- Receive and process payments accurately.
- Maintain filing systems and municipal records.
- Provide administrative support to management and staff.
- Perform data entry and maintain electronic databases.
- Operate standard office equipment.
- Perform other related duties as assigned.

Qualifications

- High school diploma or equivalent (post-secondary education in Office Administration is considered an asset).
- Previous administrative and/or customer service experience is preferred.
- Proficient in Microsoft Office, including Word, Excel, and Outlook.
- Excellent communication and interpersonal skills.
- Strong organizational skills with a high level of accuracy and attention to detail.
- Ability to prioritize workload, manage multiple tasks, and work independently.
- Ability to maintain confidentiality and exercise discretion.

Wage and Benefits

- Wage: $23.02 -29.16 per hour, depending on qualifications and experience.
- Vacation pay will be provided in accordance with applicable employment standards.
- Banked Earned Days Off (EDO's)
- Participation in a defined benefit pension plan (MEPP) is optional.

Inquiries

Please contact Assistant Chief Administrative Officer, Krystal Strong, at (306) 731-4465 or k.strong@lumsden.ca for more information.

Application Deadline

Applications will be accepted until the position has been filled.

Application Process

Please submit your cover letter and resume to:
Monica Merkosky
Chief Administrative Officer
300 James Street North, Lumsden SK S0G 3C0
Email: town.lumsden@sasktel.net

The successful candidate will be required to provide a satisfactory name-based criminal record check.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Posted July 8, 2026