



**EMPLOYMENT OPPORTUNITY
FULL-TIME, PERMANENT POSITION
OFFICE SERVICES CLERK - RECEPTION
July, 2026**



The Town of Lumsden and Rural Municipality of Lumsden No. 189 invite applications for the full-time, permanent position of Office Services Clerk - Reception.

Duties and responsibilities:

- Create a welcoming environment by greeting guests, answering phone calls, and directing visitors in a professional and courteous manner
- Conduct research to provide accurate answers to inquiries
- Handle incoming and outgoing mail, and email
- Work with municipal tax, assessment and utility software
- Issue payment receipts and prepare legal documents
- Prepare cash deposits
- Assist with Development and Building Permit inquiries and planning-related data entry
- Organize facility bookings and maintain office supply inventory
- Contribute to the team by providing support to other staff members

Skills and qualifications:

- Proven work experience in a receptionist or customer service role
- Positive attitude and exceptional listening and communication abilities
- Knowledge and experience with basic accounting
- Excellent organizational skills including the ability to multi-task and prioritize
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- A self-starter with the ability to resolve challenges in a fast-paced environment.

Pay and Benefits:

The hourly wage ranges from \$23.02 - \$29.16, based on experience. Regular work hours total 35 per week. Office hours are from 8am - 4pm.

Benefits include pension, health, vision, dental, life insurance, and earned days off.

How to apply:

Interested candidates should send their resume to:

By Mail: Monica M. Merkosky, Chief Administrative Officer
PO Box 160 Lumsden, SK S0G 3C0

By Email: town.lumsden@sasktel.net

Application Deadline:

ASAP or until a suitable candidate is found.

For additional information, please contact Monica or Krystal at (306) 731-2404.

A criminal record check will be required when applicants advance to the interview phase.

We look forward to welcoming a new member to our team, however, only those selected for an interview will be contacted.