



TOWN OF FORT SMITH

Casual Clerk/Receptionist

Open until filled

The Town of Fort Smith is currently in search of a clerk/receptionist to join their team on a casual basis. This opportunity is ongoing and provides the successful candidate with the chance to gain valuable experience while being included in the casual pool for future employment opportunities and short-term vacancies. The anticipated start date for this position is by the end of January 2, 2024.

Candidates who wish to be considered for the position must have the following Qualifications:

- Completion of a minimum of Grade 12 or equivalent,
- A diploma in Office Administration or equivalent would be an asset.
- Bookkeeping knowledge will be an asset.
- Strong customer service and communication skills, and
- Computer literacy, specifically as it relates to finance operations.

The successful candidate must provide a satisfactory criminal record check.

Only those applicants selected for an interview will be contacted.

Salary & Benefits: Pay Level 16/1 - \$ 35.95/hour based on the current rates of pay in the collective agreement.

Please submit applications by **December 22, 2023**, 3pm local time to:

Director of Corporate Services
Town of Fort Smith P.O.
Box 147
Fort Smith, NT X0E 0P0
Ph: 867.872.8400
Email: reception@fortsmith.ca