



**SEASONAL  
EMPLOYMENT OPPORTUNITY  
Office Clerk**

The Town of Smoky Lake is accepting resumes for a seasonal full-time Office Clerk for the duration of four months. The Office Clerk is responsible for providing exceptional customer service and a wide variety of administrative duties.

**Key Responsibilities:**

- Provide customer service at the front counter, including processing cash receipt payments and documenting customer inquiries/complaints.
- Provide office support such as answering phones, composing correspondence, data entry, filing and photocopying.
- Process all ingoing and outgoing mail on a daily basis.
- Assist with communications and update the municipal Facebook page.
- Assist with organizing community events such as Canada Day, Heritage Days Parade, Town Wide Garage Sale.
- Perform other duties that may be assigned.
- Work environment subject to change with COVID-19 guidelines and restrictions.

**Qualifications:**

- Grade 12 education; post-secondary and/or office administration education is preferred.
- Proficient with Microsoft Office programs such as Word, PowerPoint, Excel, and Outlook will be considered an asset.
- Excellent communication skills, customer service skills, attention to detail and proven ability to work effectively in a team environment is essential.
- Ability to handle sensitive situations with professionalism, mature judgment, and confidentiality.

Interested applicants are invited to submit their resumes, in confidence, to Crystal Letwin, Assistant CAO to P.O Box 460, Smoky Lake, AB, T0A 3C0 or email [finance@smokylake.ca](mailto:finance@smokylake.ca) by **4:00 p.m. on Friday, April 8, 2022**; however, the position will remain open until a suitable candidate has been selected.