



### **Part-Time Municipal Office Clerk**

The Rural Municipality of Biggar No. 347 is seeking a reliable and customer-focused Part-Time Municipal Office Clerk to support office operations and provide front-line service to ratepayers.

#### **Key Responsibilities:**

- Answer and direct incoming telephone calls and inquiries
- Provide courteous and professional customer service to the public
- Process payments, issue receipts
- Prepare and assist with deposits
- Perform general administrative and clerical duties, including filing, data entry, and record maintenance
- Provide support to other municipal staff as required

#### **Qualifications and Skills:**

- Strong customer service and communication skills
- Basic accounting or cash-handling experience
- Ability to work accurately, maintain confidentiality, and manage multiple tasks
- Proficiency with office software (e.g., word processing, spreadsheets)
- Experience with Munisoft is considered an asset

#### **Working Conditions:**

- Part-time hours: 14-16 hours per week

#### **How to Apply:**

Interested candidates are invited to submit a resume and cover letter to the RM of Biggar No. 347, Box 280, Biggar, Saskatchewan, S0K 0M0 or email [rm347admin@sasktel.net](mailto:rm347admin@sasktel.net) by February 6, 2026

The Rural Municipality of Biggar No. 347 thanks all applicants for their interest; however, only those selected for an interview will be contacted.