



## Employment Opportunity

### RCMP Detachment

The Town of Wainwright is currently accepting applications for a Full Time Office Clerical position. Duties will include front desk reception, accurate and timely data entry, record keeping, copying, filing, and a variety of other office duties.

Applicants should have experience using Word and Excel. Experience working with Police Data Bases as well as the ability to transcribe would be considered an asset. Maintaining a negative criminal record check is required.

The successful candidate must also be capable and willing to deal with:

- Emergency and non-emergency phone calls
- Highly sensitive and occasional disturbing material and information
- Calmly deal with stressful situations

The Town of Wainwright offers an excellent benefit package.

Resumes including cover letter stating experience, qualifications and references can be submitted to:

Attention: Kathy Franklin, Director of Finance  
Town of Wainwright  
1018 – 2 Avenue  
Wainwright AB T9W 1R1  
E-Mail: [kfranklin@wainwright.ca](mailto:kfranklin@wainwright.ca)

This position will remain open until suitable candidate is found.  
*Only those requested for interviews will be contacted*