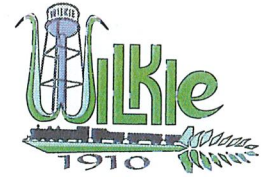


TOWN OF WILKIE
Box 580, Wilkie, SK S0K 4W0
Phone (306) 843-2692 • Fax: (306) 843-3151
wilkieoffice@sasktel.net • www.townofwilkie.com



JOB POSTING

The Town of Wilkie is currently accepting applications for the position of:

“Casual Medical Clinic Receptionist”

This is a **permanent casual position** located at the **Wilkie Medical Clinic**, with working hours from **9:00 a.m. to 5:00 p.m., Monday to Friday**. The successful candidate will be required to work **1–2 days per week starting mid-September**; however, **there will be no guaranteed hours after November**.

Wage:

\$21.30/hour as per the **CUPE Local #3139 Collective Bargaining Agreement**.

Qualifications & Requirements:

- Knowledge of general office procedures
- Proficiency in **Microsoft Word and Excel**
- Strong **typing and communication skills**
- Excellent **public relations** and customer service abilities
- Previous experience in a **medical clinic setting** is considered an asset

If you are a motivated individual with a friendly demeanor and the required skills, we encourage you to apply.

Application Deadline:

Applications will be accepted until **4:00 p.m. on August 29, 2025**.

Submit Your Resume To:

Karyn Jaendl, Assistant Administrator
Town of Wilkie
Box 580, Wilkie, SK S0K 4W0
Telephone: (306) 843-2692
Email: assistadmin@sasktel.net