

EMPLOYMENT OPPORTUNITY SUMMER STUDENT OFFICE POSITION (1)

The Rural Municipality of Mervin No. 499 is seeking one (1) motivated individual for a seasonal Summer Student Office position, subject to approval of funding through Canada Summer Jobs.

The position is for the period of May 4, 2026 to August 28, 2026. This is a full-time seasonal position, requiring work Monday thru Friday for the duration of the employment term. Due to the seasonal nature of the position, time off during the employment period may not be granted.

Duties include assisting administrative staff with general office and clerical tasks, answering phones, data entry, and providing front-line customer service. The successful candidate must have strong communication and organizational skills, basic computer knowledge, the ability to work independently and as part of a team, and maintain confidentiality.

Requirements:

- Strong written and verbal communication skills
- Basic computer and office skills
- Ability to work in a professional office environment

To Apply:

Please submit a resume and three references by 4:30 p.m. on March 13, 2026 to:

The Rural Municipality of Mervin No. 499
c/o Chief Administrative Officer
PO Box 130
Turtleford, SK S0M 2Y0
Email: rm499@rmofmervin.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.