



EMPLOYMENT OPPORTUNITY OFFICE CLERICAL 1

The Town of Wainwright is currently accepting applications for an experienced **permanent, full-time Office Clerical 1** for the Town Office. As the main receptionist, the successful candidate must be friendly, outgoing, organized and professional. Experience in Microsoft Office and Adobe programs, and excellent customer service skills are essential.

This position is within the scope of C.U.P.E Local 5606, and as such, the successful candidate will be required to adhere to the articles contained within the Collective Agreement. The Town of Wainwright offers competitive wages and an excellent benefit package. A criminal record check will be required.

Qualified applicants are invited to submit their resume and cover letter stating qualifications, experience, education and references marked as "Office Clerical 1" no later than **4:00 p.m. on Wednesday, August 12, 2026** to:

Karrie Gau, Chief Administrative Officer
Town of Wainwright
1018 – 2 Avenue, Wainwright, AB T9W 1R1
Email: kgau@wainwright.ca

The Town of Wainwright thanks all applicants for their interest, however only those candidates selected for an interview will be contacted.