



# District of Lakeland No. 521

Phone: (306) 982-2010  
Facsimile (306) 982-2589  
Email: [Office@lakeland521.ca](mailto:Office@lakeland521.ca)

Box 27  
Christopher Lake, SK  
S0J 0N0

The District of Lakeland No. 521 is accepting full-time applications for a receptionist to help with the various tasks for the municipal office.

The District of Lakeland is located in the heart of Saskatchewan Lake country, serving the residents in and around Emma, Christopher, Anglin and McPhee Lakes. The municipality is only 15 kilometers wide and 50 kilometers long, beginning at Christopher Lake and extending north to Timber Cove.

Preference will be given to the applicant that has several years of office experience and have dealt extensively with the general public. The applicant must have the ability to work with minimal supervision, have excellent public relations skills and to incorporate time management skills to be able to meet deadlines when necessary. Must also work well in a team environment with Council, staff and public.

Qualifications are:

- Minimum of Grade 12
- Basic accounting skills
- Oral and written communication skills
- Excellent computer skills
- Exceptional customer service to the general public
- Job task planning and organizing
- Problem-solving
- Critical thinking
- Ability to prioritize
- Maintain confidentiality
- Bondable
- Have a valid driver's license

Interested applicants are asked to forward their cover letter and resume on or before Monday October 17, 2022 by 9:00 am to:

District of Lakeland  
Box 27  
Christopher Lake, SK S0J 0N0  
**ATTN: Administration Office**  
Or by emailing to [office@lakeland521.ca](mailto:office@lakeland521.ca)

We thank all of those that applied, however, only those selected for an interview shall be contacted. The successful candidate must provide a criminal record check prior to their start date.