



Western Surety Company

Clerical Assistant 1 Year Term

Western Surety Company, a highly respected Canadian surety bond company has an opening for an entry level Clerical Assistant to join our dynamic, head office team in Regina.

The position requires an individual who possesses:

- Strong interpersonal, written and verbal communication skills;
- Superior organization skills;
- The ability to deliver excellent customer service;
- The ability to manage multiple tasks; and
- Initiative and ability to work in a team environment.

The successful candidate will be proficient with Microsoft Word. Knowledge of database application would be an asset. A competitive compensation and benefits package is offered. If you feel you are the person we are looking for, please forward a cover letter with salary expectation and resume in confidence to:

e-mail: careers@westernsurety.ca

Closing Date: Friday, February 26th.