



## Entry Level Opportunity - **Temporary Clerk 2** Regina, Saskatchewan

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Saskatchewan Government Insurance (SGI) is a casualty insurance company currently operating in Saskatchewan, Manitoba, Alberta, Ontario, Prince Edward Island, New Brunswick and Nova Scotia. SGI also operates Saskatchewan's most affordable auto insurance program in the country.

SGI is currently looking for talented and motivated individuals to join its team.

As a Clerk 2 you will perform entry level clerical work. You will be required to independently plan, review and follow-up to prioritize tasks and responsibilities. Planning must be done to handle deadlines, peak periods and/or unexpected situations. You will demonstrate working level oral communication skills and tact to clarify, discuss or explain information of a more detailed or specialized nature. You will perform working level skill to exchange, provide or seek data or information of a factual nature, in response to routine requests from internal and/or external customers.

Work performed and decisions made are governed by established procedures, systems, legislation, precedents or methods which require interpretation and application. Detailed instructions are received upon appointment and as expertise are gained, the Clerk 2 works with increasing independence.

Typical duties and responsibilities (not all inclusive or applicable to all assignments):

- Sorts and files materials alphabetically, numerically and/or by other predetermined methods.
- Receives, organizes, codes and enters all documentation and correspondence and sends it to the appropriate area which the document is applicable.
- Provides basic information and/or answers related questions from customers and/or refers to appropriate person as required.
- May transcribe recorded dictation such as simple correspondence, letters, lists, memorandums etc. as required.
- Assembles materials and follows standard or supplied instructions to type documents.
- Maintains standard file records and/or logs and may be required to search for and/or reviews file documents using manual and/or automated systems.
- Inputs data and inquires on computer system(s).
- Opens, stamps, records, sends and/or distributes mail, and/or orders and maintains standard office supplies.
- Performs departmental receptionist functions.
- Operates common office machines and equipment.
- Provide front counter support.
- Performs related duties as assigned.

For this opportunity, you will have demonstrated satisfactory job-related performance and a working level knowledge and/or skill in filing, telephone etiquette, coding, forms completion, reading comprehension, proofreading, arithmetic computation, computer fundamentals and basic written communication skills to provide/record routine data or information.

Qualified and interested applicants are invited to contact Tara Boutin, HR Consultant, Recruitment & Diversity at [tboutin@sgi.sk.ca](mailto:tboutin@sgi.sk.ca) for more information.

SGI is committed to diversity in the workplace and encourages applications from qualified persons of Aboriginal ancestry, persons with disabilities, members of visible minorities and women seeking non-traditional roles. **If you're a member of an equity group, please consider letting us know.**

*(SGI appreciates your interest in this position; however, only those applicants considered for an interview will be contacted.)*