



STE. ANNE MUNICIPALITY

SUMMER STUDENT – JOB OPPORTUNITY

Rural Municipality of Ste. Anne is now accepting applications to fill “Reception - Summer Student” position starting on May 6, 2024, until approximately the end of August 2024.

Starting wages at \$16.30/hr. *Bilingualism deemed an asset, but not mandatory.*

Receptionist expected duties: Performing general administrative duties including answering phones, greeting public, fielding general inquiries, processing payments, mail administration, data entry, filing, among other tasks as assigned, including assisting the Finance team.

All applicants must:

- be at least 16 years old
- be eligible to work in Canada
- provide:
 1. a letter of application/cover letter
 2. a resume
 3. three work-related references

Please forward the above required documents by email to finance@rmofsteanne.com, with the subject “**Reception - Summer Student**”.

Interested applicants should submit their resume by **4:30 pm, on Friday, March 29, 2024**, and be available for possible interviews the following week.

Dated this 15th day of February 2024.

RM of Ste. Anne
395 Traverse Road
Box 6, Grp 50, RR1
Ste Anne, MB R5H1R1

The Municipality wishes to thank all candidates for their interest but only those considered for an interview will be contacted.