

RM OF STE. ANNE
Administrative Assistant
EMPLOYMENT OPPORTUNITY

The RM of Ste. Anne is accepting applications for an approximate three-year term, full-time position of Administrative Assistant to perform various duties as assigned and in co-operation with the Chief Administrative Officer and Acting Assistant CAO.

The successful applicant would be responsible for a variety of duties, including the responsibilities of an Administrative Assistant

Qualifications:

- Municipal experience preferred;
- Minimum 3 years of office experience required;
- Excellent interpersonal, oral, written and computer skills;
- Excellent work ethic and organizational skills;
- Ability to work independently under minimal supervision and make decisions in an accurate and consistent manner;
- Ability to organize and prioritize work, and meet strict deadlines while maintaining a high degree of accuracy and confidentiality;
- Knowledge of and experience with Adobe Acrobat and Microsoft Office (Word, Excel and Outlook);
- Bilingualism (English and 2nd language) would be an asset;

Wages:

- Negotiable and dependent on qualification and experience.

Please forward complete resume, marked "**Resume**", including three work related references, as well as salary expectations by December 22, 2014 at 4:00 pm, to:

RM of Ste. Anne
c/o Personnel Committee
395 Traverse Road
Box 6 Grp 50 RR1
Ste. Anne, MB R5H 1R1

Email resume to: cao@rmofsteanne.com
Fax resume to: 204.422.9723

The RM of Ste. Anne wishes to thank all candidates for their interest, but only those considered for an interview will be contacted.