



STE. ANNE MUNICIPALITY

TERM EMPLOYMENT OPPORTUNITY

<u>Position:</u>	Administrative Assistant
<u>Term:</u>	approx. April 3, 2023, to June 28, 2024 (subject to change with 1 month's notice)
<u>Hours:</u>	35 hours per week, 8:30 am to 4:30 pm , with an unpaid lunch hour daily
<u>Location:</u>	395 Traverse Road, Ste. Anne, MB
<u>Deadline to Apply</u>	4:30 pm on Friday, March 3, 2023

Administrative duties:

This position requires the ability to complete general office and administrative tasks with attention to detail and general mathematic skills. As this position requires consistent interaction with the public, the incumbent needs to be able to communicate in a courteous and professional manner. The incumbent needs to be able to multitask and manage deadlines as assigned. The incumbent also needs to understand privacy and confidentiality. Duties such as, but not limited to the following can be expected: receiving phone, email, and in-person inquiries; processing incoming and outgoing mail; receipting payments; website and social media administration; board meeting room setup and clean up; special event planning; etc. Other tasks will be assigned by the Legislative Officer.

Requirements:

This position requires that the incumbent be comfortable working with standard office equipment, such as computers, photocopiers, scanners, etc. The incumbent should have a working knowledge of the Microsoft office suite (specifically Word, Outlook and Excel), Youtube, and Facebook, and must be willing to learn our Municipal accounting software, meeting management programs, website maintenance and other such tools. Completion of Grade 12 or Mature Student Diploma is required.

All applicants must provide:

1. a letter of application (Cover letter)
2. a resume
3. three work-related references

Please email the above required documents marked "**Administrative Assistant - Term**", and direct any questions to Nadine Vielfaure, Legislative Officer, acao@rmofsteanne.com.

The Municipality wishes to thank all candidates for their interest but only those considered for an interview will be contacted. Preference will be given to applicants with municipal experience and/or having relevant administrative qualifications and experience.