



STE. ANNE MUNICIPALITY

SUMMER STUDENT – JOB OPPORTUNITY

Rural Municipality of Ste. Anne is now accepting applications to fill “Summer Student” positions starting on May 8, 2023, until approximately the end of August 2023. Starting wages at \$15/hr.

Public Works Labourer (x3) expected duties: Performing manual work related to municipal maintenance program, operation of some equipment as required to complete tasks, performing physical labour related to grass cutting, sign installation, brush cutting, washing equipment, vehicles and general tidying of public works shop and yard, and assisting with the annual gravel program, among other duties as assigned.

Receptionist (x1) 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.

All applicants must:

- be at least 16 years old
- be eligible to work in Canada
- have a valid class 5 driver’s license (for PW labourer position only)
- provide:
 1. a letter of application
 2. a resume
 3. three work-related references

Please forward the above required documents by email, or in a sealed envelope marked “**Summer Student**” and the position for which you are applying, to:

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

acao@rmofsteanne.com for Office
pw@rmofsteanne.com for PW

Interested applicants should submit their resume by **4:30 pm on Friday, April 14, 2023**, and be available for possible interviews the following week.

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