



### **FULL-TIME PERMANENT EMPLOYMENT OPPORTUNITY**

<b><u>Position:</u></b>	<b>Administrative Assistant</b> – front desk
<b><u>Start Date:</u></b>	As soon as possible
<b><u>Hours:</u></b>	8:30 am to 4:30 pm, Monday to Friday, with an unpaid lunch hour daily (35 hours per week)
<b><u>Location:</u></b>	395 Traverse Road, Ste. Anne, MB
<b><u>Salary Range:</u></b>	\$42,797 - \$49,767 (Dependent on qualifications and experience)
<b><u>Deadline to Apply</u></b>	<b>4:30pm on Friday, July 4, 2025</b> , or until position is filled

We are seeking a highly organized and detail-oriented Administrative Assistant to support our municipal team. This dynamic role involves general reception work, and a variety of other administrative tasks to best serve the public, the municipal staff, and Council.

#### **Key Responsibilities:**

- General reception duties (customer service/phones/mail/emails/filing/etc.)
- Receive and process incoming payments
- General website maintenance
- Office inventory management and supply ordering
- Publishing municipal notices and advertisements
- Complete recycling reports
- Maintenance of the municipal database (Address and Title changes)
- Other tasks as assigned

#### **Qualifications:**

- Bilingual (French/English) is an asset
- Proficient in Microsoft Office (Word, Excel, Teams, Outlook), Adobe Acrobat
- Strong administrative, organizational, and communication skills
- Experience in customer service
- Grade 12 or equivalent combination of education/experience is preferred

#### **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”**, and direct any questions to Nadine Vielfaure, Legislative Officer, at [legislative@rmofsteanne.com](mailto:legislative@rmofsteanne.com).