MUNICIPALITÉ
STE. ANNE
MUNICIPALITY

395 Traverse Road, Box 6, Grp 50, RR1, Ste. Anne, MB R5H 1R1
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FULL-TIME PERMANENT EMPLOYMENT OPPORTUNITY

Position:	**Planning Administrative Assistant**
Hours:	35 hours per week, 8:30 am to 4:30 pm, Monday to Friday
Salary Range:	$49,735.98 to $57,835.63 (Dependent on qualifications and experience)
Location:	395 Traverse Road, Ste. Anne, MB
Deadline to Apply:	November 20, 2026, or Until filled

Position Duties:

- Receive, process, and track planning, development, subdivision, and building permit applications.
- Coordinate subdivision administration, including referrals, conditions of approval, correspondence, and administrative follow-up.
- Maintain accurate electronic and physical records, files, and application tracking systems.
- Prepare notices, correspondence, Council documentation, and departmental reports.
- Compile building permit statistics, maintain financial records, and assist with reporting requirements.
- Respond professionally to public inquiries by telephone, email, and in person.
- Independently organize workloads, monitor deadlines, and ensure timely follow-through on assigned responsibilities.
- Work collaboratively with municipal departments, external agencies, and the Development Officer.
- Utilize municipal software and follow established procedures while adapting to updated systems and administrative processes.

Qualifications:

- Post-secondary education in office administration, municipal administration, or a related field, or an equivalent combination of education and experience.
- Strong organizational, time-management, communication, and problem-solving skills.
- Proficiency in Microsoft Office, particularly Word, Excel, and Outlook.
- Excellent attention to detail, accuracy, and document preparation.
- Demonstrated initiative, independence, accountability, and ability to manage competing priorities.
- Professionalism, discretion, sound judgment, and commitment to maintaining confidentiality.
- Ability to learn, follow, and adapt to evolving municipal procedures, technologies, and administrative practices.
- Experience in municipal administration, planning, permitting or related office work is an asset.
- Experience using Cloudpermit is desired.
- Preference may be given to candidates who are bilingual, English/French.

All applications should include:

1. A Cover letter
2. A Resume
3. Three work-related references

Email the above required documents by November 20, 2026, marked **"Planning Administrative Assistant"** to Shelley Jensen, Chief Administrative Officer at cao@rmofsteanne.com.

We wish to thank all candidates for their interest, only those considered for an interview will be contacted.