



RURAL MUNICIPALITY OF ROSEDALE ADMINISTRATIVE ASSISTANT

The Rural Municipality of Rosedale is inviting applications for the position of Administrative Assistant. Under the supervision and direction of the CAO, the Administrative Assistant will provide support to Management in the daily operations of the Rural Municipality of Rosedale, in accordance with statutory requirements, policies and objectives of Council.

Duties include, but not limited to:

- Data Entry
- Assisting with the maintenance of tax and utility records
- Cash receipting
- Reception
- Cemetery record maintenance
- General clerical/office duties

Qualifications include:

- Grade XII Education
- Successful completion of a post-secondary certificate/diploma in a related field such as business administration/accounting
- Experience in an administrative or municipal environment
- Excellent communication skills (verbal, written and interpersonal)
- Experience in cash receipting and reconciling as well as a good understanding of paper and electronic filing systems.
- Strong organizational skills with the ability to adapt to changing and competing priorities
- Ability to prioritize workload and meet deadlines with accuracy and attention to detail
- Good working knowledge of Microsoft Office programs and experience with municipal software (Munisoft) would be an asset.
- Must have the ability to work with, and maintain confidential information and handle sensitive issues with tact and diplomacy.

Position Conditions – This is a permanent, full-time opportunity (35 hours per week, Monday to Friday)

Range of Pay: \$14.00 - \$16.00 per hour

Remuneration is competitive in keeping with experience, knowledge and abilities. A comprehensive benefits package is provided, including a municipal employee's pension plan.

Applications, including Resume, will be accepted until 4:00 p.m. Friday, August 2, 2019 at:

Rural Municipality of Rosedale

P. O. Box 100

282 Hamilton Street

Neepawa, MB R0J 1H0

(Attention: CAO)

Fax: (204) 476-5431

Email: rosedalecao@mymts.net

The RM of Rosedale wishes to thank all applicants for their interest; however, only those individuals considered will be contacted

More information about the Rural Municipality of Rosedale can be found at

www.rmrosedale.com