



**RURAL MUNICIPALITY OF ROSEDALE
TERM POSITION - CASUAL OFFICE CLERK**

The Rural Municipality of Rosedale is inviting applications for a six (6) month Term Position of Casual Office Clerk for a minimum of 21 hours per week Monday to Friday. Under the supervision and direction of the CAO, the Casual Office Clerk will be part of the Administration Team providing support to Management in the daily operations of the Municipality, in accordance with statutory requirements, policies and objectives of Council.

Duties include:

- Data entry
- Cash receipting
- Reception & customer service
- Cemetery record maintenance
- General clerical/office duties
- Various other duties as assigned

Qualifications include:

- Minimum Grade XII Education
- Certificate or diploma in a related field such as business administration/accounting
- Experience in an administrative or municipal environment
- Excellent written, verbal & interpersonal communication skills
- Strong organizational skills with the ability to meet deadlines
- Good working knowledge of Microsoft Office programs
- Experience using Munisoft software or other municipal software will be considered an asset
- Must have the ability to work with and maintain confidential information and handle sensitive issues with tact and diplomacy
- Valid Class 5 Manitoba Driver's License

Range of Pay: \$13.00 - \$15.00 per hour

Applications must be received by 4:00 p.m. December 10, 2019 in person, by mail, fax or email

Interested candidates are asked to submit their resume and three work related references to:

Rural Municipality of Rosedale
Box 100
282 Hamilton Street
Neepawa, MB R0J 1H0
Telephone: (204) 476-5414
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 for an interview will be contacted