



## **EMPLOYMENT OPPORTUNITY**

**Term: 18 Months – Full Time - Administrative Clerk - Melita**

**The Municipality of Two Borders** is seeking one individual with excellent written and verbal communication skills as well as financial and organization combined with a high degree of professional judgement.

### **Summary of Responsibilities:**

The administrative duties include the execution of day-to-day and recurring financial and administrative work; the first line of contact with the public; receiving and managing the flow of information and general keeping the office an efficient place to work.

### **Qualifications:**

- Grade 12 education with supplemental secretarial, bookkeeper or computer skills
- Previous office experience including accounting duties or relevant education
- Ability to demonstrate competence in computer applications
- Strong ethics with the ability to manage confidential information

### **Additional Assets:**

- Capability to service the public in a professional manner
- Strong organizational skills with ability to meet deadlines

**The Municipality of Two Borders offers a very competitive salary, benefits and pension package.** Qualified candidates are invited to submit a cover letter and resume stating experience, education, salary expectations and references.

This posting will remain open until a suitable candidate is located. This position is set to commence immediately.

Interested candidates please submit their applications to:

**Grace Carr, CAO  
Municipality of Two Borders  
Box 429, Melita, MB R0M 1L0  
Phone: 204-522-3263  
Fax: 204-522-8706  
Email: cao@twoborders.ca**