



## **CAREER OPPORTUNITY OPERATIONS SPECIALIST**

### **PERMANENT, FULL-TIME POSITION**

The Town of The Pas is seeking a detail-oriented and proactive Operations Specialist to join our Public Works Department. This role plays a key part in maintaining the department's efficiency by supporting daily operations, coordinating internal processes, and occasionally serving as a backup for the Purchasing Clerk. If you are organized, thrive in a collaborative environment, and enjoy contributing to impactful municipal projects.

#### **SKILLS AND QUALIFICATIONS:**

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- Post-secondary education in business administration, Operations Management, or a related field.
- Minimum of 1-3 years of administrative or clerical experience, ideally within a public or engineering-focused environment is an asset.
- Proficiency in Microsoft Office Suite, including Word, Excel, and Outlook.
- Familiarity with data entry software (e.g., Vadim) is an asset.
- Strong organizational and time-management skills, with an ability to prioritize and balance multiple tasks effectively.
- Detail-oriented with a knack for accuracy in document management, data entry, and record-keeping.
- Satisfactory criminal record and vulnerable persons checked by the RCMP.

#### **DUTIES AND RESPONSIBILITIES:**

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- Manage incoming and outgoing correspondence, documentation, and records; identify customer needs; and ensure that operations are aligned with customer expectations and all information is organized, up-to-date, and accurately filed.
- Support project tracking and assist with progress reporting, ensuring all necessary documents are prepared and available for team members.
- Assist in updating WHMIS records, safe work procedures, and town facility MSDS (Material Safety Data Sheets) manuals to meet safety and regulatory requirements.
- Order and oversee inventory supplies, ensuring availability and accuracy of stock levels when needed.
- Issue inventory items to various departments based on requests, maintaining detailed records of distribution.
- Assist in conducting year-end inventory counts and perform regular monthly spot checks to ensure accuracy and compliance with inventory standards.
- Other related duties, as requested and/or assigned.

**WAGE:** \$28/hour

**HOURS OF WORK:** Monday through Friday – 8:00 AM – 5:00 PM

**Applications will be accepted until **May 30, 2025**, and should be submitted online via:**

**[www.townofthepas.ca/employment-opportunities](http://www.townofthepas.ca/employment-opportunities)**

**P.O. Box 870, The Pas, MB. R9A 1K8**

**Fax: (204) 623-5506**

**[www.townofthepas.com](http://www.townofthepas.com)**

*The qualifications & duties listed above are a summary of job requirements; selection will be based upon the full requirements detailed in the Job Description, a copy of which is available on request and will be provided to all interviewees.*

*This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba*

***We thank all candidates for their interest, however only those selected for an interview will be contacted.***