

Administrative Assistant - Summer Employment

May - August 2022, 35 hours per week, up to 16 weeks, pending funding.

Must meet the requirements of Canada Summer Jobs and be between the ages of 16 - 30 years.

The Municipality of Grassland is hiring for the summer position of Administrative Assistant to assist with the implementation and data collection of the Municipal Asset Management Plan. Candidate will report to the Public Works Foreman and work closely with the Assistant CAO in the Hartney Office.

Duties:

- Support the Asset Management team with day to day administration tasks
- Acquire field data and enter data in Excel
- Coordinate with staff and committees for property tours and property specific information as needed
- Assist Administration staff with office duties as required

Requirements:

- A strong secretarial skill set, including: word processing, photocopying, data input, reception, faxing, emailing and customer service skills
- Proficient in Microsoft Word and Excel
- Strong organizational and time management skills, with the ability to set priorities and meet deadlines
- Strong interpersonal and communication skills
- Demonstrated ability to maintain confidentiality of information in the workplace
- The ability to work independently and cooperatively as an effective member of a team
- Hold a valid Class 5 Manitoba Driver's License
- Ability to understand and carry out verbal and written instructions
- Attention to detail
- Experience in Geographic Information Systems (GIS) would be considered an asset.

Please submit a cover letter and resume by **Friday, February 18th, 4:00 pm** to:

Municipality of Grassland
Summer Administration Assistant
Box 399 Hartney, MB R0M 0X0
Email: acao@mglgov.ca

Employees will be required to adhere to a Covid-19 Vaccination Policy.

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.