



Prairie View Municipality

Employment Opportunity Administrative Assistant - Summer Student

Prairie View Municipality is now accepting applications for a **summer student position of Administrative Assistant.**

As a summer student you will gain valuable work experience and learn more about a career in the municipal industry. This temporary position will work in the Miniota office from May to the end of August.

The successful applicant must possess the following:

- A high school diploma - enrollment in a post secondary program is encouraged.
- Basic computer skills
- Be a positive team member, self motivated and committed to excellent customer service.
- Duties may vary based on experience.
- Wages starting at \$17.23/hr

Please forward a detailed resume including three references marked "Summer Administrative Assistant" to the undersigned. This position will be open until filled.

Prairie View Municipality
Charlene Bonchuk
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Email: cao@myprairieview.ca

*We appreciate all applications.
Only those selected for an interview will be contacted.*