

Administrative Assistant - Summer Position

June - August 2022, 35 hours per week, up to 12 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 office administration within the Hartney Office.

Duties and Requirements:

- A strong secretarial skill set, including: word processing, photocopying, data input, reception, faxing, emailing and customer service skills
- Experience 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
- Ability to understand and carry out verbal and written instructions
- Attention to detail

Please submit a cover letter and resume by **Friday, February 24, 12:00 pm** to:

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

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

