



Head Office  
PO Box 40  
Ochre River MB R0L 1K0  
Office: 204-733-2423  
Fax: 204-733-2259  
info@rmoflakeshore.ca

Satellite Office  
PO Box 220  
Rorketon MB R0L 1R0  
Office: 204-732-2333  
Fax: 204-732-2557  
www.rmoflakeshore.ca

### **Administrative Assistant**

The R.M. of Lakeshore is accepting resumes for the Administrative Assistant position. This position is full-time, 35 hours/week.

Under the general supervision of the CAO, the Administrative Assistant:

- a) provides administrative support to the CAO in the preparation of agendas for all Council and committee meetings;
- b) assists the CAO in preparing any background information and support for any zoning and planning matters, such as becoming familiar with the legislative requirements relating to zoning and planning;
- c) accounts receivable, maintenance of Tax Rolls and subsidiary ledgers;
- d) website and other social media maintenance;
- e) service to the public, including the processing of payments; and,
- f) performing clerical duties in the general office, such as but not limited to typing of any correspondence, record keeping, filing, and submitting of claims/reports, and other related duties.

Qualifications:

- Must have exceptional written and verbal communication skills.
- Ability to establish priorities, work independently and as part of a collaborative team, and exhibit strong organizational skills.
- Must have exceptional interpersonal skills.
- The desire and ability to engage with the public.
- The ability to work in a team environment.
- The ability to write and analyze reports.
- Basic accounting skills.
- Excellent knowledge of Microsoft Office.
- Ability to adapt to and learn new software.
- High level of integrity, confidentiality, and accountability.
- Certificate in Municipal Accounting or willingness to obtain necessary courses.
- Post-secondary education in business or accounting is desirable.

The R.M. offers a competitive wage along with an excellent benefits package. Interested applicants are invited to submit a detailed resume and cover letter to [cao@rmoflakeshore.ca](mailto:cao@rmoflakeshore.ca). Please include at least three references.

This unionized position is subject to all terms and conditions of the collective agreement or subsequent amending agreements.

Applications will be reviewed as early as July 12<sup>th</sup>, 2023; however, the selection committee may continue to review applications until the right candidate is found.

We thank all who apply and advise that only those selected for further consideration will be contacted.