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## **Employment Opportunity Assistant CAO – Full Time Term Position**

The Rural Municipality of Piney is located in the southeastern corner of the Province of Manitoba and encompasses an area approximately 2,434 square kilometers. The RM consists of 12 communities with a total population of around 1,720 people. The principal industries in the area are agriculture, peat moss mining and forestry.

Applications are being accepted by the RM of Piney for the position of Assistant Chief Administrative Officer for a Full Time Term Position.

Anticipated Start Date: Tuesday, October 13<sup>th</sup>, 2015

### Summary of Responsibilities

The Assistant CAO is responsible to the CAO for the day-to-day running of the office. In general the Assistant CAO's duties include the execution of day-to-day and recurring financial and administrative work; the first line of contact with the public; receiving and managing the flow of information; replacing the CAO as necessary; and generally keeping the office an efficient place to work.

The above statement reflects to the general requirements considered necessary to describe the principal functions of the Assistant CAO position, and shall not be construed as a detailed description of all work requirements that may be inherent in the job. Please request a detailed job description for specific duties.

Qualifications:

- Grade Twelve (12) education, with supplemental secretarial and computer system (preferable Microsoft Office including Word 7 Excel)
- Post Secondary Education
- Ability to type fifty (50) wpm
- Ability to demonstrate competence in using these computer applications
- Certified or willing to attain a certificate in an approved Accounting Course
- Four (4) years office experience or equivalent
- Good Criminal Records Cheque

Additional Assets:

- Ability to serve the public in a professional manner
- Computer skills with updating and managing website; Use of MailChimp
- Establishing and managing monthly newsletters and weekly notices
- Work on bi-weekly agendas and resolutions for council meetings
- Draft by-laws, policies and procedures, and agreements, etc.

The RM of Piney offers a very competitive salary, benefits and pension package. Qualified candidates are invited to submit a cover letter and resume stating experience, education, salary expectations and references.

Interested Candidates should **submit their applications by 4:30 pm on Friday, September 4<sup>th</sup>, 2015** to:

Martin Van Osch, Chief Administrative Officer  
Rural Municipality of Piney  
P.O. Box 48  
Vassar, Manitoba R0A 2J0  
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Email: martin@rmofpiney.mb.ca