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## REMINDER

**Submissions due by 4:30 P.M. on October 16, 2015**

### **Employment Opportunity Receptionist – 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 Receptionist for a Full Time Term Position with an anticipated start date: Monday, November 2<sup>nd</sup>, 2015

#### Summary of Responsibilities:

The Receptionist is responsible to the CAO for performing clerical duties related to the operations of the offices of the RM of Piney. In general the Receptionist's duties include serving the public, typing, receiving correspondence, filing, archiving and accepting property tax payments.

The above statement reflects to the general requirements considered necessary to describe the principal functions of the Receptionist 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 experience. (Microsoft Office including Word, Excel and Power Point)
- Ability to type fifty (50) wpm
- Good communication skills
- Certified or willing to attain a certificate in an approved Introductory Accounting Course
- Two (2) years office experience or equivalent
- Good Criminal Records Check

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

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

Interested Candidates should **submit their applications by 4:30 pm on Friday, October 16<sup>th</sup>, 2015** to:

Martin Van Osch, Chief Administrative Officer  
Rural Municipality of Piney  
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