

Summer Employment Opportunity

The Rural Municipality of Piney is accepting applications for the position of:

OFFICE ASSISTANT - SUMMER POSITION

Anticipated start date: May 31st, 2021
12-16 weeks (36½ hr's / week)

Applicants must be able to work in an office environment and be proficient with computers. Duties include but are not limited to: filing, scanning, data entry, collecting payments, interacting with customers, and other office support related duties. This position is open to all young adults between the ages of 15 and 30. The successful candidate for this position must take an Oath of Confidentiality.

Qualified candidates are invited to submit a cover letter and resume stating experience, education, and references. Interested Candidates should submit their applications by 4:30 pm on Friday, May 14th, 2021 to Martin Van Osch, the CAO, by mail, in person, or email.

Martin Van Osch, Chief Administrative Officer
R.M. of Piney
6092 Boundary St.
PO Box 48
Vassar, MB
R0A 2J0
martin@rmofpiney.mb.ca

Thank you to all candidates for your interest, however, only those individuals considered for an interview will be contacted.

Posted Date: March 10th, 2021
Closing Date: May 14th, 2021
Closing Time: 4:30pm