



Administrative Assistant (Contract / Full Time)

The South Interlake Planning District (SIPD) is accepting resumes for the position of **Administrative Assistant (Contract)**. This one-year full-time contract position is responsible for first-point-of-contact communications and general administrative duties for the South Interlake Planning District (SIPD). This includes but is not limited to customer service interactions at the front counter, answering telephone calls, email correspondence, application in-take, payments, preparation of correspondence, and other administrative duties as assigned. A detailed job description for this position is available here: <http://www.sipd.ca/p/employment-opportunities> .

Minimum Qualifications:

- High School Diploma, GED, or equivalent is required
- Excellent customer service skills
- Excellent organizational skills
- Excellent written and verbal communication skills
- Proven ability working with computers and office related software (e.g., MS Office Suite), and other office related equipment (e.g., printer/copier, fax machine, etc.)
- Ability to multi-task efficiently with frequent interruptions
- Five (5) years related work experience

Ideal Candidate:

- Post-secondary education in Municipal Administration
- Experience working for or with Municipal government
- General knowledge of development and building permit review and approval processes
- Experience with mapping systems and software (e.g., GIS, etc.)
- Experience with general website management

Hours of Work: Monday to Friday, 8:30AM to 4:30PM, with one hour for lunch.

Compensation: \$22.00 – \$25.00 per hour (35 hours per week). Compensation shall be commensurate with qualifications and experience.

Extension of Position: Following the one-year contract term, this position will be re-evaluated and may be extended by a subsequent contract or converted to a permanent part-time or full-time position, as determined by the South Interlake Planning District Board.

If you are interested in applying for this position, please send or email your cover letter, resume, and three references (a minimum of two references must be work-related) to the General Manager of SIPD by **July 9, 2021, at 4:30PM CST**:

*Eric Shaw, General Manager
South Interlake Planning District
Box 1219, Stonewall, MB, R0C 2Z0
Email address: eric.shaw@sipd.ca*

***Please note:** We thank all those for applying, however, only those selected for an interview will be contacted.*