



## Employment Opportunity

### Administrative Assistant

Reporting to the Chief Administrative Officer, the RM of Roland is currently looking to fill the Administrative Assistant position. This is a full-time permanent position.

The Administrative Assistant will be required to act as the receptionist and cashier, as well as perform basic accounting procedures. Must be able to work on their own, with supervision and under pressure of deadlines. The ideal candidate will have excellent customer service skills and computer skills.

Typical duties may include:

- Accepting payments and issuing receipts
- Preparing town, rural and bulk water bills
- Booking and invoicing facility rentals
- Maintain and update website, electronic board and social media accounts
- Maintain community and municipal calendars
- Remit recycling rebates
- Process animal licensing
- Assist in public filling out application forms, i.e. building permits
- Community recreation program planning and implementation
- Other duties as assigned

The starting wage for this position will be based on prior knowledge and experience.

Please send a resume and cover letter by **November 1, 2024** to:

Email: caormofroland@gmail.com

Mail: RM of Roland  
PO Box 119  
Roland, MB  
R0G 1T0

We thank all candidates for their interest, however, only those selected for an interview will be contacted.