

Rural Municipality of Roland

Administrative Assistant

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

Typical Duties may include:

- Accepting payments and issuing receipts
- Prepare town water & sewer, rural water and bulk water bills
- Booking facility rentals and invoicing for bookings
- Maintain and update website, electronic board and social media accounts
- Maintain community and municipal calendars
- Maintain stats for recycling and waste transfer station
- Process animal licensing
- Assist public in filling applicable application forms, i.e. Building permits etc
- Responsible to the Chief Administrative Officer
- Community Recreation program planning and implementation
- Other duties as assigned.

Salary range is dependent upon qualifications and experience.

We thank all those who apply and advise that only those selected for further consideration will be contacted. If you have questions please contact Jodi at 204-750-3229. Applications will be accepted until 4:30pm on May 22nd, 2026

Direct Applications with the cover letter and resume to:

reeve@rmofroland.ca

or

Personnel Committee

RM of Roland Box 119 Roland, MB R0G 1T0