



EMPLOYMENT OPPORTUNITY

CDC KEYHOLDER

Ste. Anne Community Development Corporation is now accepting applications to fill the position of “Keyholder” to start as soon as possible.

Reporting to the President of CDC, the CDC keyholder’s responsibilities include:

- Attending CDC Board Meetings;
- Preparing Agendas and Writing Minutes for Board Meetings;
- Building Manager (includes supervising cleaning staff, maintain cleaning supply inventory, keeping in touch with building tenants, maintenance of building, etc.);
- Basic Book-Keeping, including yearly budgeting, lease agreements, accounts payable, accounts receivable, and bank reconciliations;
- Other duties as required.

The applicant must possess:

- Basic Accounting skills;
- Knowledge of Sage 50 (Simply Accounting) considered an asset;
- Strong Organization Skills;
- Computer Skills in Word, Excel and Outlook;
- Very good verbal and written communication skills in English, French considered an asset;
- Ability to work well independently or in a small office environment;

This is a part-time position with flexible hours. Wage is negotiable and dependent on qualifications and experience.

Interested candidates should email adm.asst@steannemb.ca or mail to:

Attention: Ste. Anne CDC
30B Dawson Road
Sainte-Anne, Manitoba R5H 1B5

Interested applicants should provide a resume by 12:00 pm on Friday, August 3, 2018.

We thank all those who apply. Only those selected for further consideration will be contacted.