

MUNICIPAL CLERK

The Town of Sainte-Anne is currently accepting applications for the position of full-time Municipal Clerk to enter into function as soon as possible.

The Municipal Clerk will be responsible for providing front desk and administrative support for the Town of Sainte-Anne. All applicants must have a great attitude and excellent people skills.

Duties will include:

- Answering the telephone.
- Greeting residents and visitors
- Receive and process tax payments
- Ordering, tracking and distribution of office supplies
- Updating computer documents
- Update Website
- Other related duties as required

Qualifications:

- Preferably, be bilingual, **English and French.**
- Minimum Grade 12 high school education or an acceptable equivalent combination of education and training.
- Municipal experience is an asset
- Knowledge and experience in working with Microsoft Office.
- Knowledge and experience working with MuniWare is an asset

Qualified applicants should email their resumes to:
cao@steannemb.ca, fax to 204-422-5459 or mail to:

Town of Sainte-Anne
c/o Geneviève Gingras
30B Dawson Road
Sainte-Anne, MB R5H 1B5

The Town intends to review applications as early as May 4, 2017, however applications may continue to be accepted until the right candidate is found.