



EMPLOYMENT OPPORTUNITY

The Municipality of Roblin invites applications for the position of a full-time **Administrative Clerk** in the Municipal Office with duties to commence as soon as possible, preferably on or about October 15, 2019.

This position requires a person that can perform a variety of clerical duties and:

- has well-developed interpersonal skills to deal effectively with the public
- has excellent oral and written communication skills
- has excellent clerical and organizational skills that include the ability to perform varied and multiple tasks within deadlines
- has strong computer skills that include MS Office, especially Word and Excel, and internet usage, and
- is self-motivated, able to work with minimum supervision and able to work well with others.

Please submit your resume and cover letter, including three references, and wage expectations by **12:00 PM on Tuesday, September 24, 2019**, to:

Twyla Ludwig, CMMA
Chief Administrative Officer
Municipality of Roblin
Box 998
Roblin, MB R0L 1P0
cao@roblin.ca

For a complete job description, contact cao@roblin.ca.

The Municipality of Roblin wishes to thank all candidates for their interest in this position; however, only those individuals considered for an interview will be contacted.