STE. ANNE
MUNICIPALITY

395 Traverse Road,
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FULL-TIME PERMANENT EMPLOYMENT OPPORTUNITY

Position:	**Public Works and Recreation Administrative Assistant**
Start Date:	As soon as possible
Hours:	35 hours per week, **8:30 am to 4:30 pm**, with an unpaid lunch hour daily
Location:	**395 Traverse Road**, Ste. Anne, MB
Deadline to Apply	**4:30pm on Friday, May 23, 2025,** or until position is filled

We are seeking a highly organized and detail-oriented Administrative Assistant to support our Public Works and Recreation Departments. This dynamic role involves public and social media communication, event and program coordination, grant application support, supply and expense tracking, and a variety of administrative tasks related to capital projects and community services.

Key Responsibilities:
- Support grant applications and reporting
- Assist with accounts payable/receivable, payroll prep, and audit data collection
- Maintain supplies, track expenses, and manage advertising initiatives
- Provide public-facing service and occasional fieldwork (e.g., flower beds, public park washrooms)
- Help create newsletters and other public communications
- Coordinate community programs, events, and facility rentals

Qualifications:
- Proficient in Microsoft Office, social media, and graphic design tools
- Strong administrative, organizational, and communication skills
- Experience in bookkeeping, grant writing, and public service
- Valid Class 5 Manitoba driver's license and access to a vehicle required
- Grade 12 or equivalent combination of education/experience is preferred
- Bilingual (French/English) is an asset

All applicants must provide:
1. a letter of application (Cover letter)
2. a resume
3. three work-related references

Please email the above required documents marked **"PW-Rec Admin"**, and direct any questions to Shelley Jensen, Chief Administrative Officer, cao@rmofsteanne.com.

The Municipality thanks all candidates for their interest but only those considered for an interview will be contacted.
Documents are available in alternate formats upon request.