



Employment Opportunity
Village of Mannville
Full Time Administrative Assistant

The Village has an opening for a Full Time Administrative Staff Position.

Qualifications:

- Completion of Grade 12 with 2-5 years experience in an office setting combined with office procedures and related administrative experience.
- Strong knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word and Excel.
- Must possess strong organizational skills, excellent written and verbal communication.

Preferences will be given to applicants who possess:

- Municipal office experience.
- Genuine desire to provide excellent service to the public.

Closing Date: May 31, 2018, or until a suitable candidate is selected.

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED

Please submit resume and cover letter to the following:

Village of Mannville
5127 50th Street
Box 180
Mannville, Alberta T0B 2W0
ATTN: Jody Quickstad, CAO
cao@mannville.com