



RURAL MUNICIPALITY OF DE SALABERRY

Full time Bilingual Reception / Administrative Clerk (term)

The R.M. of De Salaberry invites applications for a Reception / Administrative Clerk term position.

The successful applicant will be involved in the activities of a municipal office including, but not limited to:

- reception
- provide timely information to the ratepayers and the public on general inquiries, assessments, taxes, and planning.
- word processing, filing, data entry and preparing month end / yearend reports.
- prepare quarterly water bills and follow-up

Fluency in both French and English, written and oral, is preferred.

Individuals are invited to submit a resume marked "Reception / Administrative Clerk" with a cover letter and wage expectations in confidence to:

Denise Parent - Chief Administrative Officer
Box 40, St. Pierre-Jolys, Manitoba, R0A 1V0
Fax – 1-204-433-7063 Email - cao@rmdesalaberry.mb.ca

Closing date for applications is February 12, 2021. We thank all who apply and advise that only those selected for further consideration will be contacted.