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**Employment Opportunity**

**Administration – Clerk 1**

Reporting to the Manager of Administration, the RM of St. Clements is seeking candidates for the position of Administration – Clerk 1. The ideal candidate will be experienced in various administrative duties within a municipal environment with a solid aptitude for learning new software programs.

Essential Job Functions:

* Prepare Council meeting agendas on a daily basis as correspondence is received from CAO and Manager of Administration
* Prepare council meeting resolutions
* Prepare council meeting minutes
* Maintain filing of Council minutes and by-laws
* Provides support to Mayor and Council as directed by Manager of Administration, i.e., Writes letters, update calendars, book conferences, hotel and travel accommodations
* Updates agenda manager with upcoming meetings and conferences
* Maintain electronic and Laserfiche filing system
* Order office supplies, including computer and printing supplies and maintain supply area
* Point of contact for photocopier and mailing machine maintenance
* Redirects incoming emails from general municipal email account
* Maintain office shared calendar
* Greets the visiting public in a pleasant and helpful manner
* Answers the phone using proper telephone etiquette
* Provide support to the Manager of Administration and Development
* Other duties assigned

The successful candidates will have:

* 2 years minimum customer service experience;
* A diploma or studies in business administration and/or equivalent;
* Certificate in Manitoba Municipal Administration (CMMA) or be willing to obtain this designation;
* Experience using MuniWare or other municipal software is highly desirable;
* Knowledge and understanding of municipal legislation, i.e., The Municipal Act, The Planning Act, Municipal By-laws;
* Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping;
* Knowledge of or experience using GIS mapping systems;
* Knowledge of modern business communication, including style and format of letters, minutes and reports.
* Strong interpersonal skills;
* Ability to handle and resolve recurring problems;
* Good time management and organizational skills with the ability to meet deadlines;
* Proficiency with Microsoft Excel and Word;
* Skill to type 50 words per minute.

An equivalent combination of education, experience, skills, knowledge and abilities may be considered.

The RM of St. Clements offers a starting wage range of $20.74; this rate is subject to change based on the Union Collective Agreement of 2022. Also included is a comprehensive benefits and pension package.

Detailed resumes with cover letter should be sent via email to heather@rmofstclements.com. Screening for this position will begin immediately, however the position will remain open until a suitable candidate is secured.

We thank all candidates for their interest, however, only those candidates selected for interviews will be contacted.