



EMPLOYMENT OPPORTUNITY

FULL TIME PERMANENT

RECEPTIONIST/ADMIN CLERK

The Rural Municipality of Alexander will receive written applications for the position of Receptionist/Admin Clerk. Under the day-to-day supervision of the Assistant CAO, the Receptionist/Admin Clerk will be responsible, as the primary public contact, for provisions of customer service and the performance of clerical duties as assigned.

The minimum required qualifications consist of:

- Grade Twelve education or equivalent
- Demonstrated competence in Microsoft Office
- Office experience is preferred, and municipal office experience is an asset
- Knowledge of clerical procedures, cash handling and basic accounting knowledge
- Pleasant customer service is a must
- Excellent interpersonal and written communication skills
- Ability to work well under pressure and within tight deadlines
- Exceptional organizational skills and attention to detail
- Ability to work both in a team environment and independently
- Preference may be given to those fluent in both official languages

This is a full-time union position. It is a 37.5-hour work week Monday to Friday, 8:30 a.m. - 4:30 p.m.

Please forward resume with cover letter marked “**Full Time Permanent Receptionist/Admin Clerk Position**” by 4:00 p.m. Monday, November 3rd, 2025 to:

Rural Municipality of Alexander, Attention Michele Stefaniuk, A/CAO

email assistantcao@rmalexander.com

(204) 367 6174 for more information

We thank all applicants but advise that only those applicants selected for an interview will be contacted.