



CAREER OPPORTUNITY
ADMINISTRATIVE ASSISTANT
PERMANENT, FULL-TIME POSITION

The Town of The Pas is seeking a detailed and organized Administrative Assistant to join our team. This position is reporting directly to the Chief Administrative Officer and provides essential administrative and clerical support to ensure the efficient operation of the Town of Pas.

SKILLS AND QUALIFICATIONS:

- A post-secondary diploma in office administration, legal administration, business administration, or a related field.
- Proficiency in office software (e.g., Microsoft Office Suite) and an ability to adapt to new technologies.
- Excellent verbal and written communication skills, strong organizational and time-management skills to effectively manage multiple priorities.
- Previous experience in municipal services or public administration is an asset.
- Ability to work independently and within a team-delivered organizational model.
- Knowledge of Manitoba municipal governance and applicable regulations is an asset.
- Ability to work flexible hours, including some evenings and weekends.
- Attention to Detail: High level of accuracy in administrative tasks, record-keeping, and documentation.

DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the CAO, including preparing correspondence, reports, and meeting minutes.
- Coordinate and schedule meetings, events, and travel arrangements as required.
- Assist in maintaining town records and files in compliance with Manitoba municipal regulations.
- Support the preparation of council documents, agendas, and meeting materials.
- Contribute to the health and safety standards within the organization by adhering to workplace policies and attending relevant training.
- Maintain a high level of respect and confidentiality for the organization, as per the *Freedom of Information and Protection of Privacy Act (FIPPA)*.
- Support the overall goals of the Town of Pas by participating in projects and initiatives as directed by the CAO.
- Other related duties, as requested and/or required.

SALARY: \$55,000 - \$65,000 per annum based on qualifications and experience

HOURS OF WORK: Monday through Friday – some evenings and weekends

Applications will be accepted until **December 27th and should be directed to:**

Human Resource Officer
hr@townofthepas.ca
P.O. Box 870, The Pas, MB. R9A 1K8
Fax: (204) 623-5506
www.townofthepas.com

The qualifications & duties listed above are a summary of job requirements; selection will be based upon the full requirements detailed in the Job Description, a copy of which is available on request and will be provided to all interviewees.

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba

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