



**CAREER OPPORTUNITY  
FLOATING PERMANENT RELIEF  
FULL-TIME – 1 YEAR TERM POSITION**

The Town of The Pas is seeking a candidate who is proactive, reliable, and has a solid understanding of the organizational goals and expectations. This role is designed for someone who thrives in diverse environments, has a strong problem-solving ability, and can manage multiple tasks effectively while building rapport with team members across sites.

**SKILLS AND QUALIFICATIONS:**

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- A high school diploma is required. Post-secondary education in administration, business, or a related field is a strong asset.
- Minimum of 1 year of experience in a support role, preferably within a public sector or service-oriented environment.
- Strong communication and relationship-building skills, able to work effectively with diverse teams and customers.
- Excellent time management and organizational skills; able to handle multiple tasks and prioritize effectively.
- Problem Solving: Quick thinker with strong problem-solving abilities; able to assess situations and provide appropriate solutions.
- Technical Proficiency: Comfortable with MS Office Suite, email, and data entry systems an asset.
- Attention to Detail: High level of accuracy in administrative tasks, record-keeping, and documentation.

**DUTIES AND RESPONSIBILITIES:**

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- Cover staff absences and support high-demand periods, ensuring smooth operations.
- Handle transitions between assignments with professionalism, maintaining continuity in service delivery.
- Assist in maintaining high standards in customer service, demonstrating a customer-focused approach.
- Address and resolve customer inquiries and concerns, ensuring customer satisfaction.
- Assist with administrative tasks, including scheduling, reporting, and data entry, as required by the department.
- Maintain accurate and timely records of work hours, assignments, and completed tasks.
- Other related duties, as requested and/or required.

**WAGE:** As per collective agreement, **\$28.19/hour.**

**HOURS OF WORK:** Monday through Friday – 8:30 AM – 4:30 PM

**Applications will be accepted until **January 3, 2025**, and should be directed to:**

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