



R. M. OF OAKVIEW - CAREER OPPORTUNITY Administrative Assistant



Under the supervision of the Manager of Finance, the RM of Oakview is seeking to fill a full-time Administrative Assistant - Recreation position.

The Rural Municipality of Oakview is located in southwest Manitoba, with a population of 1,630. The R. M. of Oakview has an office in Oak River with a satellite office in Rapid City.

General duties include reception, clerical duties, maintaining the municipal website/social media, cash receipts / deposits and maintaining the accounts receivable and utility system. Recreation programming experience or a willingness to learn is desired.

Work will be primarily assigned in the Oak River office, although assistance may be required in other locations.

Ideally, the successful applicant should have a minimum of two years' experience in an administrative role, preferably in a municipal setting. Will possess strong computer skills and experienced with Windows and Microsoft applications and have good oral and written communication skills.

The successful applicant can expect a competitive salary and benefits package.

Individuals interested in this position should send their resume with cover letter to Donna Anderson, Manager of Finance of the R. M. of Oakview at financemgr@rmofoakview.ca or mail to: Box 179 Oak River, MB R0K 1T0.

Applications will be reviewed as early as March 28, 2024, however the posting will remain open until a suitable candidate is located.

We thank all those who apply and advise that only those selected for further consideration will be contacted.