



## **RECEPTIONIST**

The Town of Niverville is currently accepting resumes for a full-time Receptionist. The successful candidate will be responsible for duties related to reception and general office administration. Qualifications include an aptitude for attention to detail, accuracy, basic accounting skills, problem solving and a valid Class 5 Manitoba driver's license. This position requires an ability to courteously and effectively deal with the general public using strong relational, personal and organizational skills. A complete job description can be viewed at [www.wheretheybelong.ca](http://www.wheretheybelong.ca). The salary range for this position is \$15.00 to \$19.00/hour and hiring preference may be given to applicants living within the Niverville area. The Town offers a pension plan, long term disability and health benefits.

If you are interested in applying for this position, please submit a cover letter, resume, references and salary expectations to:

Receptionist  
Town of Niverville  
Box 267  
Niverville, MB R0A 1E0  
Fax 204-388-6110  
Email: [humanresources@wheretheybelong.ca](mailto:humanresources@wheretheybelong.ca)

*We thank all who apply and advise that only those selected for a personal interview will be contacted.*