



UTILITIES CLERK

The Town of Niverville is currently accepting resumes for a part-time Utilities Clerk. This permanent position will require 30 hours per week, with the ability to flex hours as needed. Responsibilities for this position include the processing of utility bills, by-law enforcement and cemetery administration, reception and general office duties.

Applicants must be reliable, organized, professional, detail oriented with exceptional customer service skills, bondable and proficient with Microsoft Office. Qualifications for this position include an aptitude for attention to detail, accuracy, basic accounting skills, problem solving and a valid Class 5 Manitoba driver's license. A complete job description is available on www.whereyoubelong.ca. Hiring preference may be given to applicants living within the Niverville area.

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

Utilities Clerk
Town of Niverville
Box 267
Niverville, MB R0A 1E0
Fax 204-388-6110
Email: heathermiller@whereyoubelong.ca

This position will remain open until filled.

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