



### **Permits Clerk**

The Town of Niverville is currently accepting resumes for a part-time Permits Clerk (30 hours/week, with the potential to increase to 40 hours/week). The successful candidate will perform a supportive administrative and clerical role to the Town's Planning Department, serving as the primary point person for building permit processing, responding to basic Niverville Zoning Bylaw inquiries, and (basic) matters relating to The Planning Act, with secondary role to include preparing minutes, back-up reception duties, a broad range of administrative duties and other duties as assigned.

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 public using strong relational, personal and organizational skills. A complete job description can be viewed at [www.wheretheybelong.ca](http://www.wheretheybelong.ca). 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 include your hourly salary expectations to:

Permits Clerk  
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.*