



Office Assistant City of Dauphin

THE OPPORTUNITY

The City of Dauphin has an immediate opening for the position of **Office Assistant** at City Hall. Reporting to the Deputy City Manager, this full-time, in-scope position performs a variety of reception duties, including administrative assistant and clerical services.

THE PERSON

Are you self-motivated, ambitious, and friendly? Do you want to be the first person people meet when they visit City Hall? Do you want to be that friendly, helpful voice on the phone that people hear when they call us? Do you also possess:

- Excellent interpersonal and communication skills;
- A minimum of two years' receptionist and/or administrative assistant experience;
- Superior keyboarding skills (>70 wpm);
- Proficiency in Microsoft Office and website updating software;
- A post-secondary certificate, diploma, or degree in office administration or a related discipline (preferred);
- The ability to multi-task in a lively work environment.

THE COMPENSATION

The City of Dauphin offers a comprehensive wage and benefits package, as contained in its Collective Agreement with the Canadian Union of Public Employees – Local 857. The starting wage for this position is \$24.82 per hour. Benefits include extended medical and dental coverage, out-of-country medical insurance, life insurance, long-term disability insurance, and participation in a very attractive defined-benefit pension plan.

Interested applicants are asked to submit their cover letter, resumé, and references **IN CONFIDENCE** and clearly marked "Office Assistant", by **December 3, 2021** to:

Lisa Gaudet, PhD
Deputy City Manager
City of Dauphin
100 Main Street South
Dauphin, MB R7N 1K3
dcm@dauphin.ca