

EMPLOYMENT OPPORTUNITY

Receptionist

Duties & Responsibilities Include:

- Process payments received at the counter, and by mail, reconciles payments, and prepares bank deposits;
- Answers and directs public inquires received in person and by telephone;
- Issue Tax Certificate
- Various record keeping and filing
- Order office supplies and maintain inventory.
- Perform other duties as assigned.

Qualifications:

- Grade 12, G.E.D., or Mature High School Diploma;
- Strong communication skills, both written & verbal;
- Ability to display initiative and problem solve;
- Strong interpersonal skills in order to use sound judgement with dealing with public and staff;
- Strong organizational skills with ability to handle conflicting priorities, deadlines and scheduling conflicts;
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness;
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately;
- Ability to maintain confidentiality;
- Proficient in Accounting Software, Microsoft Office including Word, Excel, and Outlook;
- Minimum two (2) years of clerical experience in a computerized office setting;

Schedule:

- Monday to Friday, 70 hours bi-weekly

We offer a competitive salary range of \$22.62 to \$31.01 per hour and includes a comprehensive employee benefit plan once eligible.

Applications will be accepted until Friday, February 28th, 2025

Mailed to: c/o Human Resources, RM of Pipestone, Box 99, Reston, MB, R0M 1X0
Emailed to: hrpipestone@rmofpipestone.com
Or faxed to: 204-877-3999

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Disability accommodations available upon request.