



**EMPLOYMENT OPPORTUNITY:  
The Town of Carman  
invites applications for the position of  
Coordinator of Town Services  
in the Town Office**

**Job Type:** Permanent Full Time (35 hours per week)

**Duties:** This position functions as the main receptionist for the Town of Carman and is the first point of contact for visitors having business or requiring municipal services. The position is responsible for providing a professional level of service by responding to general inquiries in person or on the telephone.

**Desired qualifications include:** A college diploma or certificate in business, clerical or office administration or an equivalent combination of education, training, and related experience. The completion or willing to complete the Manitoba Municipal Administrators Certificate Program. Experience performing various administrative support duties such as word processing, filing, receiving and distribution of information, and data entry. Strong customer service skills, with the ability to effectively manage the demands from a variety of clients. Excellent oral and written communication skills with the ability to express ideas effectively. Experience dealing with confidential and time sensitive documents. Organizational and time management skills with the ability to manage priorities and meet competing deadlines.

To apply, please send a letter and resume to Cheryl Young CAO, Town of Carman, Box 160, Carman MB R0G 0J0 or sent via email sent to [cheryl@townofcarman.com](mailto:cheryl@townofcarman.com) **on or before 4:00 p.m. on Friday, June 21, 2019**. Please state in the application the expected salary.

The Town of Carman wishes to thank all candidates for their interest in this position; however only those considered for an interview will be contacted.