



The Municipality of Grassland is now hiring for the Summer position of Office Attendant for Hartney Swimming Pool and Campground in Hartney, MB

The Office Attendant will be the first point of contact for patrons and will handle a variety of administrative tasks, assist with campsite reservations, manage guest inquiries and help maintain a positive welcoming environment.

**Preferred Candidate will have the following:**

- At least 15 Years of age
- Strong organizational and communication skills (written and verbal)
- Basic computer skills and proficient with office software.
- Ability to multitask and work effectively as a team and individually
- Knowledge of pool and campground safety protocols is a plus

**Term of Employment/Schedule**

Approximately 35 hours per week to suit needs of facility, Some weekend work is required

Term is June until August approximately 8-10 weeks

**How to Apply**

Please submit a cover letter and resume by **Friday, March 6th, 4:00 P.M.**

Email: [cao@mglgov.ca](mailto:cao@mglgov.ca)

Mail: PO Box 399 Hartney, MB R0M 0X0

Any questions or further information please contact Kristy Wells, Chief Administrative Officer or email [cao@mglgov.ca](mailto:cao@mglgov.ca)

*Thank you to all who apply; however only those candidates selected for an interview will be contacted*