

# JOB POSTING

## Assisted Living Centre Administrator

The RM of St. Laurent, through the Community Development Corporation, is seeking qualified individuals to work as the Administrator for the Assisted Living Centre located at the Neil Gaudry Centre.

This is a part-time position at 20 hours per week based on a flex-time schedule and is subject to a criminal record check and a senior abuse registry check.

The successful candidate will be able to:

1. Co-ordinate routine schedules for mandatory maintenance of the building, drinking water unit and equipment;
2. Staff scheduling; and
3. Bookkeeping and other office duties as required.

The successful candidate will work with the Chief Administrative Officer of the RM as it relates to large projects to be completed.

Resumes may be submitted to:

R.M. of St. Laurent  
Box 220, St. Laurent, MB.  
ROC 2S0  
Fax: 204-646-2705  
Email: [cao.rmstlaur@mymts.net](mailto:cao.rmstlaur@mymts.net)

The deadline to apply is October 6<sup>th</sup>, 2023 @ 4:30 pm