

Part-time assistant

EMPLOYER: Western Interlake Planning District

OFFICE LOCATION: St. Laurent, Mb

Full Job Description

The Assistant Office Administrator will assist with duties such as receiving and examining various forms of proposed and existing development applications including but not limited to development permits, re-zonings, subdivisions, variances, conditional uses, etc. to determine compliance with respective zoning by-laws, development agreements and development plans.

The AOA will interpret zoning and development by-laws, investigate property history and perform zoning analysis in order to process a development proposal, and perform other duties as assigned.

As the *Assistant Office Administrator*, you will:

- Receive and examine various forms of development applications to verify compliance with the respective zoning by-laws, development/zoning agreements. Investigate property history, use GIS programs and perform zoning analysis to process the application.
- Work with the building inspector to approve plans and issue building/development permits.
- Provide information to the general public, professionals, developers, contractors, other levels of government, and perform other duties as assigned.
- Provide advice and information to Municipal Councils and Administration.
- Provide general administrative support to the Board of the Planning District.

Your education and qualifications include:

- Experience applying/interpreting zoning by-laws would be an asset.
- Knowledge and/or experience working with or for a Municipality or Planning District would be an asset
- Knowledge and experience with GIS would be an asset.
- Understanding in land development process would be an asset.
- Ability to read and interpret building plans and specifications would be an asset.
- Written communication skills with the ability to prepare concise and accurate correspondence.
- Verbal communication skills with the ability to effectively communicate information to others.
- Ability to work in a multi-task environment.

Please note that all training will be provided.

Salary will be based on the successful applicant's qualifications, education and experience.

To apply for this opportunity send your resume to: wipd@mymts.net or drop off at the Western Interlake Planning District office at #16 Veterans Memorial Rd in the Recreation Centre, St. Laurent, Mb, during regular office hours.

Deadline to submit resumes is November 28, 2025. Start date TBD.