

COME WORK WITH US!

**South Central Planning District
Planning Services Administrator
Deadline – 15 April 2026**

We are looking for an organized and energetic administrator to keep our office running smoothly and efficiently. You'll be the first point of contact for our clients and the key support for the Development Officer/Building Inspector and the SCPD Board. The ideal candidate is a self-motivated professional capable of managing multiple priorities with minimal supervision.

If you would like to review the job description, just send us a request to admin@scpd.ca

Please email your resume to admin@scpd.ca, with "SCPD Job Posting" in the subject line

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

South Central Planning District

Serving the Municipalities of Lorne, Louise, Norfolk-Treherne and the RM of Victoria

PO Box 40 130 Broadway St Holland MB R0G 0X0 Phone: 204 526 2800