

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Human Resources Administrative Assistant

Human Resources

To perform a variety of administrative and clerical duties in support of the Human Resource Section including those of HRIS (computerized employee files) administrator and customer service. The incumbent is part of a strategic team working to ensure the City hires and retains the best employees.

EDUCATION

- Grade 12, G.E.D., or Mature High School Diploma;
- Post-secondary in Office or Business Administration or a related field.

EXPERIENCE

- Experience is an asset.

Competition # 190013

Posting Date: February 7, 2019

Please apply with a cover letter and resume on-line at:

<http://jobbank.brandon.ca>

Applications will be accepted until February 21, 2019 @ 11:59 pm.

This position is not included in a Collective Agreement.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position

Position Conditions: This is a full-time, permanent position of 36.25 hours per week.

Rate of Pay: \$24.06 - \$ 28.30 (2018 rates)

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!

Serving and building Community!