

WE ARE NOW ACCEPTING APPLICATIONS FOR:

## **Human Resources Recruitment Assistant** **Human Resources**

***\*\*More than one position may be filled from this competition\*\****

Reporting to the HR Officer, the Recruitment Assistant provides general and administrative support to the HR Generalist section and HR department.

### **Mandatory Qualifications & Experience**

- Grade 12, G.E.D., or Mature High School Diploma (mandatory)
- Post-secondary education in a related field with the completion of a Human Resources Management program (mandatory)
- Minimum of two (2) years of office experience or equivalent combination of education and experience to demonstrate ability to perform duties.

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**NOTE:** The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

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### **Competition # 230130**

This position is not included in the Collective Agreement.

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

<http://jobbank.brandon.ca/>

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

**Posted on:** December 7, 2023

The City of Brandon reserves the right to underfill this position.

Applications will be accepted until  
**11:59 pm on December 21, 2023.**

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### **Rate of Pay:**

\$58,923.99 - \$63,576.13 - 2023 rates.

### **Position Conditions:**

This permanent, full-time position of 36.25 hours per week.

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*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!*