

WE ARE NOW ACCEPTING APPLICATIONS FOR:

## **Administrative Level - 3**

### **Parks and Recreation - Sportsplex**

**\*\*More than one (1) position may be filled\*\***

The incumbent is part of a team working to ensure efficient delivery of a wide variety of administrative, reception, and customer service duties in the fast-paced environment of the Sportsplex.

#### **MANDATORY QUALIFICATIONS & EXPERIENCE:**

- Grade 12, G.E.D., or Mature High School Diploma;
- Two (2) years' experience in an office/administrative field to have demonstrated competence in related tasks;
- Proficiency in MS Office Suite including Excel, Word, Outlook, and Publisher.

#### **PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Post-secondary Office or Business Administration education;
- Experience working with financial applications of Microsoft Dynamics including Accounts Payable, Accounts Receivable and Payroll or other computerized accounting and/or payroll program.

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

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## **Competition # 240009**

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

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

**Posted on:** January 24, 2024

Applications will be accepted until position is filled.

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

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

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

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### **Rate of Pay:**

\$ 21.46 - \$24.69 per hour - 2023 rates.

**Position Conditions:** This permanent, full-time position (40 hours per week) and includes shift work, including days, evenings, and weekends. This position will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69

*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!*