



# Child and Family Services of Western Manitoba

Services à l'enfant et à la famille de l'ouest du Manitoba

## Job Posting Details

Position Title & Program Area: Summer Clerk Typist  
Position Status: Full-time term position from May to August 2024 Competition Number: 09 / 24  
Posting Close Date & Time: Thursday, March 14, 2024 External or Internal: External

## Position Summary and Qualifications

**Child and Family Services of Western Manitoba** is seeking applications to fill a Summer Clerk Typist position. This is a full-time summer term position for 35 hours per week; hours of work are 8:30am to 4:30pm Monday to Friday. This position will begin in May 2024 and will conclude at the end of August 2024. The wage will be \$15.55 per hour.

The Summer Clerk Typist will be required to complete various clerical tasks such as reception duties, typing, filing, outgoing mail, operating and troubleshooting office equipment (i.e. computers, printers, photocopier, fax machine, postage machine, etc.) and assisting other staff as required.

### Qualifications:

- Applicants currently enrolled in or who have recently completed a clerical-related post-secondary program, such as Office or Business Administration through Assiniboine Community College, will be given preference during the shortlisting process;
- Well-developed communication and organizational skills;
- Excellent typing skills – 60 WPM with high accuracy;
- Proficient use of Microsoft Word and Excel;
- Willingness to learn new software and pay attention to detail;
- Ability to work well in a team setting and take direction from a variety of people;
- Ability to respect and promote confidentiality;
- Valid Manitoba Class 5 Driver's License;
- Please refer to section below for additional requirements.

To express your interest in this position, please submit your application prior to the posting deadline stated at the top of this posting.

## Additional Information

Successful completion of a Child Abuse Registry Check, Criminal Records Check (including vulnerable sector), Prior Contact Check, and a Driver's Abstract Check is required. The successful candidate will be responsible for any services charges incurred for the Criminal Record Check; the Agency will pay for the other three security checks.

Please include three references with your application. Two must be employment-related, one being your current or most recent supervisor. The third can be a personal or character reference. The Agency will not contact your references in advance of an interview.

All applicants must be legally entitled to work in Canada.

We thank all applicants that apply but only those candidates selected for an interview will be contacted.

**Child and Family Services of Western Manitoba**

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 [cfswestern.mb.ca/careers/](http://cfswestern.mb.ca/careers/)

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