

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Casual Clerical - Level 4 Sanitation

To perform a variety of clerical duties in support of the Sanitation section in the Operations Division, including performing duties in the scale and handling public inquiries and concerns. The incumbent is part of a strategic team working to ensure the efficient delivery of Sanitation services to the City of Brandon.

Mandatory Qualifications & Experience

- Proficient in the use of computer equipment, operating systems, and database software;
- Required to acquire skills in variety of software applications.
- Grade 12 diploma, GED equivalency, or Mature High School Diploma.

Preferred Qualifications & Experience

- Supplemental course work in administration related subjects.

Competition # 240023

Please apply with a cover letter and resume
On-line at: <http://jobbank.brandon.ca>

Posting Date: March 12, 2024

Applications will be accepted until this position is filled.

Rate of Pay:

\$19.16 per hour - 2023 rate

\$21.46 per hour – 2023 rate - May receive a higher rate of pay dependent upon assignment of duties.

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 an interview.

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

Position Conditions: This is a temporary, casual position and includes shift work, including days, evenings, and weekends. This position is posted and will be offered in accordance with conditions according to 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 X!