

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Administrative Assistant Immigration Term Economic Development

The Administrative Assistant Immigration performs a variety of administrative and clerical duties in support of the Economic Development Department, including providing administrative support to Economic Development staff members and Economic Development related organizations and committees with a focus on immigration and workforce development initiatives. The incumbent is part of a strategic team coordinating and implementing Economic Development Brandon's immigration programming plans and policies in conjunction with the City of Brandon's overall strategy and corporate goals.

MANDATORY QUALIFICATIONS & EXPERIENCE:

- Grade 12, G.E.D., or Mature High School Diploma;
- Hold and maintain Class 5 Province of Manitoba driver's license and have access to a personal vehicle
- Two (2) years' work or volunteer experience in an administrative or immigration workplace role

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Post-secondary certification in business or human resources
- Post-secondary education or course work in economic development or rural development

Competition # 240031

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

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

Posted on: March 22, 2024

Applications will be accepted until
11:59pm on April 9, 2024.

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

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

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

Rate of Pay:

\$ 21.46 per hour - 2023 rates.

Position Conditions: This is a part-time, term position (up to 20 hours per week). Length of term will be until December 20, 2024.

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!