

WE ARE NOW ACCEPTING APPLICATIONS FOR:

## **Human Resources Recruitment Assistant**

### **Human Resources**

*\*More than one position may be filled\**

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

---

#### **Competition # 240060**

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

**Posted on:** May 28, 2024

Applications will be accepted until **11:59pm on June 11, 2024.**

This position is not included in a Collective Agreement.

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:**

\$60,691.71 - \$65,483.41 annually - 2024 rates.

**Position Conditions:** This is a full-time, permanent position of 36.25 hours per week.

---

*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!*