

WE ARE ACCEPTING APPLICATIONS FOR:

ADMINISTRATIVE LEVEL 3

Sanitation

*****More than one (1) position may be filled from this competition*****

This position is responsible to perform a variety of clerical, customer service, support services, and assume the responsibilities of the Administrative Assistant, both in the office and in the Scalehouse, as required.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma.
- Two (2) years of office experience in a secretarial/administrative field to have demonstrated competence in related tasks.
- Proficient use of computer equipment, operating systems, word processing and email (Outlook, Word, Excel).

PREFERRED QUALIFICATIONS & EXPERIENCE

- Post-secondary Office or Business Administration coursework.

Competition #240084

Please Apply with a Cover Letter and Resume online at: <http://jobbank.brandon.ca>

Posted on: July 18, 2024

Application Deadline: 11:59 PM on August 1, 2024

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.

Rate of Pay: \$21.46– \$24.69 per hour. (2023 Rate)

Position Conditions: This is a full-time, permanent position of 40 hours per week. Varying shifts include 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!