

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Casual/Relief Clerical – Clerical Level 3

Parks and Recreation Services Brandon's Community Sportsplex

Join our exciting team at Brandon's Community Sportsplex. The Sportsplex Clerk provides exceptional receptionist/front-line customer service to Sportsplex facility users, including information management, registrations, cashier duties, and accounts receivable. They also perform general office and administrative duties such as transcribing letters, reports and other data for Sportsplex staff and record maintenance. The Sportsplex provides a fun, safe experience for all its customers and they need you to contribute to their team.

We are currently filling a casual/relief position for this administrative position. While some shifts will be scheduled (i.e. vacation relief), the incumbent should also be available for short-notice call-ins (i.e. sick coverage). **Please be aware there is no guarantee of minimum hours per week.**

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.

NOTE: Incumbents must successfully complete a Child Abuse Registry Check and Criminal Reference Check including Vulnerable Sector Verification.

Competition # 200068

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

Posting Date: October 29, 2020

Applications will be accepted until 11:59 p.m. on November 12, 2020

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:

\$16.95 per hour - 2018 rate

Position Conditions: This is a temporary, casual position and includes shift work (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.

Serving and Building Community!