

## **Casual/Relief – Clerical Level 3**

### **Recreation – Brandon's Community Sportsplex**

*\*More than one (1) position may be filled\**

#### **Competition # 46**

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

**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.

**Rate of Pay:** \$18.08 per hour (2023 Rate)

**Closing Date:** Open until filled.

This competition will include testing and an interview.

#### **PURPOSE OF POSITION**

Join our exciting team at Brandon's Community Sportsplex. 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.**

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

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.

**NOTE:** This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

#### **MANDATORY QUALIFICATIONS & EXPERIENCE**

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

#### **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Supplemental course work in administration related subjects.

## **WORK CONDITIONS**

The Sportsplex Clerk works independently and in a team environment.

- Work in a shared and consultative manner with other employees (daily);
- Wide variety of tasks requiring the ability to manage multiple unrelated projects and make independent decisions (daily);
- Self motivate and quality driven to perform independent projects (daily);
- Hours of work include day and evening shifts and include weekends;
- Responsible to the Facility Manager.

*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!*