

## **Floating Clerical Relief**

### **Administrative Level 3**

#### **Competition #80**

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

**Position Conditions:** This is a full-time, permanent position. This position will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

**Rate of Pay:** \$21.46 - \$24.69 per hour - 2023 rates. **We are finalizing our new collective agreement, which includes higher wage rates for 2025. Apply today to take advantage of these competitive rates!**

**Closing Date: 11:59pm on April 4, 2025.**

This competition will include testing and an interview.

#### **PURPOSE OF POSITION**

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.

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

This position is responsible for performing clerical duties for different departments within the organization. This position will be assigned to departments experiencing a vacancy and will require general knowledge of systems used within the organization.

**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, G.E.D., or Mature High School Diploma;
- Two (2) years' 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, etc.)

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

- Post-secondary certification in office or business administration

Please contact [HR@brandon.ca](mailto:HR@brandon.ca) for a complete job description

*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!*