

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Administrative Level 3 Sportsplex

The incumbent is part of a team working to ensure efficient delivery of a wide variety of administrative, reception, and customer service duties in the fast paced environment of the Sportsplex.

MANDATORY QUALIFICATIONS & EXPERIENCE:

- Grade 12, G.E.D., or Mature High School Diploma;
- Two (2) years' experience in an office/administrative field to have demonstrated competence in related tasks;
- Proficiency in MS Office Suite including Excel, Word, Outlook, and Publisher.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Post-secondary Office or Business Administration education;
- Experience working with financial applications of Microsoft Dynamics including Accounts Payable, Accounts Receivable and Payroll or other computerized accounting and/or payroll program.

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

Competition # 210027

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

Posting Date: March 9, 2021

Applications will be accepted until **11:59 p.m. on March 23, 2021.**

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: \$20.12 – 23.16 - 2018 Rates.

Position Conditions: This full-time, permanent position (40 hours per week) will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

For complete position details and requirements see the Job Description on the City of Brandon website.

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.