

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Transportation Clerk – Administrative Level 3

Transportation Services

Up to Eighteen (18) Month Term

This position is responsible for planning and providing administrative and clerical duties to the Transportation Services department, including public and employee inquiries and concerns. Transportation Services includes the Brandon Municipal Airport, Fleet Services and Brandon Transit.

MANDATORY EDUCATION AND 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).

PREFERRED EDUCATION AND EXPERIENCE

- Post-secondary certification in office or business administration.

Competition # 210026

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

Posted on: April 16, 2021

Applications will be accepted until **11:59 p.m. on April 30, 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 per hour - 2018 rates

Position Conditions: This is a full-time, term position of 40 hours per week. It 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.