

WE ARE NOW ACCEPTING APPLICATIONS FOR:

## Fleet Services Store Clerk – Transportation Administrative Level 3

### Purpose of Position

To oversee and maintain the internal stores section that supports all departments with the City organization. Under the supervision of the Manager of Fleet, the Stores Clerk will record and maintain inventory lists, review paperwork and reports, process shipping orders, receive orders and provide exemplary customer service. The Stores Clerk will also support the fleet section by assisting with parts and materials searches, administrative tasks, identifying discrepancies and providing solutions to problems.

### Mandatory Qualifications & Experience

- Grade 12, G.E.D., or Mature High School Diploma;
- Hold a valid Class 5 Province of Manitoba Driver's license;
- Obtain a Fork Lift Operator's ticket within 30 days of appointment.

### Preferred Qualifications & Experience

- Work experience in a stores operation or an automotive setting is an asset;
- Experience working with spreadsheets and compiling of reports is an asset.

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### Competition # 210041

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

**Posted on:** April 19, 2021

**Applications will be accepted until 11:59 p.m. on May 3, 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.

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### Rate of Pay:

\$20.12 – \$23.16 per hour - 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.

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**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.***