

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Executive Assistant Brandon Police Service Administrative Level 5

The Executive Assistant supports the operations of the Brandon Police Service (BPS) through a variety of administrative, clerical, and customer service duties and responsibilities. The incumbent is part of a strategic team coordinating and implementing BPS plans and policies in conjunction with the Service's overall strategy and corporate goals.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma;
- Post-secondary certification in office or business administration;
- Three (3) years' experience in an administrative field to have demonstrated competence in related tasks.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Post-secondary education or course work related to Police Service operations.

Competition # 210093

Posted Date: October 7, 2021

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

This opportunity is open to all applicants, however, first consideration will be given to current City of Brandon CUPE employees.

Applications will be accepted until 11:59 p.m. on October 22, 2021.

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:

\$24.26 – 25.04 per hour - 2018 rates.

Position Conditions: This permanent, full-time 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.

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 Twitter!

Serving and Building Community.