

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Floating Clerical Relief

Administrative Level 3

Full-time, Permanent

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.

MANDATORY QUALIFICATIONS & EDUCATION

- 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 # 210100

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

Posted on: November 8, 2021

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

Rate of Pay:

\$20.12 to \$23.16 per hour (2018 rates)

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.

Position Conditions: This full-time, permanent position 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.