

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Administrative Level 4

Brandon Fire & Emergency Services

(Up to a 13-month term)

This position is responsible for performing a variety of clerical, customer service, support services, and assume the responsibilities of the Administrative Assistant when required.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma;
- Post-secondary Office or Business Administration coursework.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Minimum of three (3) years of office experience or equivalent combination of education and experience to demonstrate ability to perform duties;
- Experience working with FDM is an asset; proficiency must be attained within one (1) year of appointment.

Competition: #210108

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

Posted on: November 30, 2021

Applications will be accepted until **11:59 p.m. on
December 14, 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 under fill this position.

Rate of Pay:

\$23.97 – \$25.89 per hour - 2021 rates.

Position Conditions: This is a full-time, term position of up to 13 months and 36.25 hours per week, and 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!