

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Service Coordinator Transportation Services

This position is responsible for developing strong customer relationships through the successful scheduling of work processes and service delivery. Also provides administrative support to the Fleet Services section and handles public and employee enquiries and concerns.

MANDATORY QUALIFICATIONS AND EXPERIENCE:

- Grade 12, G.E.D., or Mature High School Diploma;
- Five (5) years' experience in a vehicle or equipment maintenance related field;
- Proficient use of computer equipment, operating systems, including Microsoft (outlook, word, excel).

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Post-secondary certification in a related field;
- Three (3) years' experience working with government is an asset;
- Experience working with Fleet and Financial software is an asset; proficiency must be attained within one (1) year of appointment.

Competition # 220036

Posting Date: March 23, 2022

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 are accepted until 11:59 p.m. on April 6, 2022.

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:

\$24.33 – 26.28 per hour – 2022 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!