



**Farmland School Tax Rebate (FSTR) Clerk
1 Year Term
Competition: #2022-23-07
Location: Brandon, MB**

Manitoba Agricultural Services Corporation (MASC) has an exciting opportunity for you to be a part of a team that values building relationships, enables change, and supports the agriculture industry in Manitoba. Come join our team as we offer an engaging work environment, competitive pay, a comprehensive benefits package (including pension plan), and we encourage a healthy work-life balance.

Reporting to the FSTR Program Coordinator, the FSTR Clerk assists in the annual planning and implementation of program rollout as well as the processing and verification of information, review of eligibility requirements, and is a general resource for service centre staff for the Farmland School Tax Rebate (FSTR) Program, in accordance with Property Tax and Insulation Assistance Act and applicable FSTR policies and procedures.

MASC values innovation, excellence, collaboration, and accountability. We strive to enhance existing products and develop new products, transform service delivery to enrich the client experience, pursue customer driven organizational change, and maximize performance, engagement, and development of all employees.

MASC has five core competencies: communication, decision making, initiative & innovation, leadership, and organization. Competencies relate to every position at MASC and along with the technical requirements, are included in the qualifications for all positions at MASC.

ESSENTIAL QUALIFICATIONS:

- A certificate in a related discipline or a combination of education and/or related clerical experience may be considered.
- Experience using Microsoft Office 365 (SharePoint, OneDrive, Word, Excel, Outlook, and PowerPoint) in a cloud-based environment.
- Experience in data entry and processing correspondence.
- Experience interpreting and explaining programs, policies, procedures, and regulations.
- Ability to provide customer service.
- Ability to maintain accuracy, process documents, and pay attention to detail.
- Ability to maintain confidentiality.
- Ability to perform mathematical calculations.

DESIRED QUALIFICATIONS:

- Knowledge of property tax and assessment is an asset.
- Knowledge of the Farmland School Tax Rebate Program is an asset.
- Knowledge of business ownership structures is an asset.
- Knowledge of legal administrative processes is an asset.

CONDITIONS OF EMPLOYMENT:

- Must be legally entitled to work in Canada.
- Must possess a valid driver's license, access to a vehicle and the ability to travel within the Province of Manitoba.

SALARY: \$41,212 – 47,283 per annum
CLOSING DATE: **Friday May 13, 2022**
COMPETITION: #2022-23-07
APPLY IN WRITING TO: MASC – Human Resources
Unit 100 – 1525 First Street S.
Brandon, MB R7A 7A1
E-mail: hr@masc.mb.ca

We believe diversity strengthens our ability to provide excellent customer service in a positive work environment. We encourage all to apply. Only those selected for further consideration will be contacted.