

WE ARE NOW ACCEPTING APPLICATIONS FOR:

## **Human Resources Recruitment Assistant**

### **Human Resources**

Reporting to the HR Officer, the Recruitment Assistant provides general and administrative support to the HR Generalist section and HR department.

#### **EDUCATION**

- Grade 12, G.E.D., or Mature High School Diploma (mandatory)
- Post-secondary education in a related field with the completion of a Human Resources Management program (mandatory)

#### **EXPERIENCE**

- Minimum of two (2) years of office experience or equivalent combination of education and experience to demonstrate ability to perform duties.

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#### **Competition # 220107**

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

Applications will be accepted **until November 9, 2022 at 11:59 pm.**

**Posting Date:** October 26, 2022

This position is not included in a Collective Agreement.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

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**Position Conditions:** This is a full-time, permanent position of 36.25 hours per week.

**Rate of Pay:** \$57,768.62 - \$62,329.54 (2022 rates)

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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!***