

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Administrative Level 3 - Cemetery Operations Clerk Parks

This position is responsible for performing administrative duties for Parks and Recreation Services. To provide customer service for both internal and external customers and stakeholders. General knowledge of computer software used within the organization will be required to administrate the Cemetery, BSD School facilities and Parks and Recreation Services bookings.

Mandatory Qualifications & Experience

- Grade 12, G.E.D., or Mature High School Diploma;
- Two (2) years' experience in an administrative field to have demonstrated competence in related tasks;
- Proficient use of computer equipment, operating systems, word processing and email (Outlook, Word, Excel).

Preferred Qualifications & Experience

- Post-secondary certification in office or business administration;
- Experience in day to day Cemetery transactions and preparation of deeds;
- Proficiency in using the Microsoft Dynamics (GP) software.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

Competition # 220128

Please apply with a cover letter and resume on-line at:

<http://jobbank.brandon.ca/>

Posted on: December 29, 2022

Applications will be accepted until
11:59 pm on January 13, 2023.

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.

Rate of Pay:

\$21.46 - \$24.69 per hour - 2023 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!