

WE ARE NOW ACCEPTING APPLICATIONS FOR:

## **Administrative – Level 3**

### **911/Finance - Corporate Services**

This position is responsible for handling enquiries, directing customers to the appropriate department and providing support services to Emergency Communication and the Finance department. The incumbent is part of a strategic team working to ensure excellent customer service is provided to both internal and external customers.

#### **Mandatory Qualifications & Experience**

- Grade 12, G.E.D., or Mature High School Diploma

#### **Preferred Qualifications & Experience**

- Post secondary Office or Business Administration education;
- Minimum of three (3) years of office experience or equivalent combination of education and experience to demonstrate ability to perform duties;
- Computer experience;
- Demonstrates competence and accuracy when performing arithmetical calculations and cash transactions;
- Sufficient customer services experience to have demonstrated competence in related tasks.

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**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.

**Successful Applicant must pass a Police Criminal Record Check**

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#### **Competition #230022**

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

**Posted on:** March 1, 2023

Applications will be accepted until **11:59pm on March 15, 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 (36.25 hours per week) will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

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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!*