

WE ARE NOW ACCEPTING APPLICATIONS FOR:

**Transit Information Clerk –
Administrative Level 2
Transportation Services**

To perform a variety of clerical duties in support of the Transportation Section of Operations, including handling public and employee inquiries and concerns. The incumbent is part of a strategic team working to ensure the efficient delivery of transportation services to the City of Brandon.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma;
- Sufficient customer services experience to have demonstrated competence in related tasks.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Proficient use of computer equipment, operating systems, word process and email (Outlook, Word, Excel).

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 # 230065

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

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

Posted on: May 11, 2023

Applications will be accepted until **11:59 p.m. on May 26, 2023.**

This opportunity is open to all applicants; however, first consideration will be given to current CUPE members.

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

The City of Brandon reserves the right to underfill this position

Rate of Pay:

\$21.46 - \$23.55 per hour - 2023 rates.

Position Conditions:

This full-time, permanent 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!