WE ARE NOW ACCEPTING APPLICATIONS FOR:

Operations Clerk
Administrative Level 3

This position is responsible for performing clerical duties for all Operations departments within the organization. This position will be primarily located at the Parks and Recreation Services offices, however the location may vary at times, to support other departments. General knowledge of systems used within the organization will be required.

MANDATORY EDUCATION AND 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 EDUCATION AND EXPERIENCE

- Post-secondary certification in office or business administration.

Competition # 230068
Please apply with a cover letter and resume online at
http://jobbank.brandon.ca

Posted On: May 19th, 2023

Applications will be accepted until 11:59 p.m. on June 5th, 2023.

This opportunity is open to all applicants, however, first consideration will be given to current City of Brandon CUPE employees.

The selection process will include testing and an interview.

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

Rate of Pay:

$21.46 - $24.69 – 2023 rates.

Position Conditions: This is a full-time, permanent position of 40 hours per week. It will be offered in accordance with position 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 Manitoban's 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.