

EMPLOYMENT OPPORTUNITY: Elections Manitoba Call Centre

Up to 8 positions available
At least 2 bilingual required

SALARY

Classification – Clerk 2 – Step 1 = \$17.76/hr

REQUIREMENTS

- Non-partisan
- Experience with computers: accessing programs, data entry and retrieval.
- Able to quickly absorb and integrate new information
- Excellent interpersonal skills and verbal communication skills.
- Call centre or customer service experience strongly preferred.
- Professional, mature, responsible and courteous.
- Satisfactory criminal record check
- Bilingual (English and French) is an asset.

JOB DUTIES

- Use print and online to resources to provide timely and accurate election information to callers
- Forward calls to appropriate staff, as directed
- Look up voter information in data management system to confirm that a voter is registered, update information or add new voter
- Track call in computer inquiry log to record details of call and ensure follow-up
- Remain impartial in all dealings with public and not engage in any partisan activity
- Other duties as assigned.

All staff are required to be available to work evenings and weekends during the election period.
All staff are required to be available 7:30 am to 10:00 pm on election day.

For more information or to apply, contact:

Alison Mitchell

amitchell@elections.mb.ca

Tel : 204-945-7379 | Toll-free : 1-866-628-6837