

NEW JOB  
LISTINGS  
EVERY  
WEEK!



# JOB BOARD

## LOCAL JOB OPPORTUNITIES

### Steinbach

***Administrative Assistant***  
***Full time-Part Time (Term)***

- Reporting to the Executive Director, entry level financial duties
- Ethical conduct
- Adaptability

***Automotive Technician***  
***Full time***

- Diagnose repairs on all makes and models, electrical and electronic problems
- 5 years experience or more
- Ability to meet safety requirements

***Apartment Building Maintenance***  
***Full time***

- Responsible for a variety of building maintenance
- Self Motivated
- Capable of physical work

***Receiver***  
***Full time***

- Assist people in locating components
- Strong organizational skills
- Able to lift 50-60 pounds repeatedly

***Handyman***  
***Casual***

- Own tools
- Experience working with tools, maintenance and demolition

***Sales Consultant***  
***Full time***

- Probing questions and sales techniques
- Greeting customers and answer phones
- Familiar with Microsoft office, mobile phones and tablets

***Quote Master (QB) Web Helpdesk***

- Foster relationships, build rapport
- Answer incoming QB web calls
- Completion of high school

***Front Desk Administrator***  
***Part time***

- Scheduling patients
- Only resumes with cover letters
- Microsoft Office

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Funding Provided by:  
The Government of Canada  
The Manitoba government

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## LOCAL JOB OPPORTUNITIES

### St-Pierre-Jolys

#### ***Automotive Technician***

##### ***Full time***

- Vehicle Inspection Certificate
- Own Tools/Equipment tools
- Valid driver's license

#### ***Health Care Aide***

##### ***Part time***

- Personal care, according to care plan
- Independent judgment

### La Broquerie

#### ***Framer***

##### ***Full time***

- Jobs in Winnipeg, Steinbach and surrounding areas
- Consistent work ethic
- Be at work on time

### Morden

#### ***Class 5 driver/Porta Potty driver***

##### ***Full time***

- Driving, delivering portable toilets
- Physically fit
- Deliver across Manitoba

#### ***Truck Driver Class 1 or 3***

##### ***Full time***

- Responsible for daily pre and post trip inspections
- Complete an assigned route
- Physically fit

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### Winkler

#### ***Case Aid - Term***

##### ***Full time***

- Transport clients as needed
- Supervise visits between families
- Grade 12
- Valid Driver's license

#### ***Assistant Secretary Treasurer***

##### ***Full time***

- Supervise, provide leadership for the staff in the finance and payroll
- Strong work ethic
- Accounting designation

### Altona

#### ***Experienced Interior Finish Carpenters***

##### ***Full time***

- Previous experience in interior finishings
- Detail oriented

#### ***Bookkeeping / Accounting***

##### ***Part time***

- Days and hours may vary
- Processing and QuickBooks
- Working knowledge of accounting

#### ***Purchasing & Logistics Agent***

##### ***Full time***

- 2 years experience in purchasing
- MS Office, Quickbooks

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