



Job Posting Notice

EMPLOYER: Building Construction Mentorship Program (BCMP) and the North- End Community Renewal Corporation (NECRC).

EMPLOYER DESCRIPTION: North End Community Renewal Corporation (NECRC)/ Building Construction Mentorship Program (BCMP) is dedicated to promoting the social, economic and cultural renewal of the North End of Winnipeg. BCMP is a NECRC employment development program carried out in partnership with Manitoba Housing (MH).

JOB DESCRIPTION/TITLE: Upon hire, the BCMP/NECRC **BCMP Locksmith Trainee** will receive training from Manitoba Housing Locksmith employees in the field of Locksmithing and security. Under the guidance and training of the Manitoba Housing employees, the trainees will receive 9 to 12 months of instruction and coaching. Areas of instruction will include:

- Trouble shooting and problem solving
- Training in various locking systems and hardware
- Communication and social skills to interact with clientele
- Dexterity training to use tools and manipulate locking devices
- Training in use of various machinery and tools, such as key cutting machines and power drills

The Locksmith Trainee will adhere to NECRC/BCMP and MH policies, procedures and guidelines at all times.

TERMS OF EMPLOYMENT: (Full-Time) Monday to Friday 8:00am-4:30pm

SALARY: \$13.60 to \$14.16

LOCATION: 607 Selkirk Avenue

BUS ROUTES: Route 16

SKILLS REQUIRED

LANGUAGES: Ability to communicate effectively in English (written and verbal) in order to convey information clearly and accurately.

SPECIFIC SKILLS:

- ✓ Initiative, a positive attitude, enthusiasm and determination to succeed
- ✓ An excellent work ethic, attention to detail and genuine interest in and /or knowledge in locksmith
- ✓ Effective interpersonal and customer service skills



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SPECIFIC SKILLS continued:

- ✓ Ability to manage time effectively as well as organize and prioritize workloads in order to meet deadlines
- ✓ Ability to solve problems and make recommendations

ESSENTIAL SKILLS:

- ✓ Must have a current and Satisfactory Criminal Record Check
- ✓ A valid Class 5F Manitoba Driver's License and the ability to provide your own transportation and travel within Winnipeg

SUBMITTING APPLICATIONS

APPLICATION PROCESS: Please **forward resume, cover letter**

DEADLINE FOR APPLICATIONS: Applicants should send a resume and cover letter outline how they meet the specific requirements of the position to:

cory@necrc.org by March 24, 2017.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.