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Hiring Committee
HR Services
City of Winnipeg
180 King Street
Winnipeg, MB

Dear Hiring Committee,

My name is Nguyen Duy Thong (Jase) Tran. I am excited to apply for the Clerk C Pay and Benefits position (Posting No. 124908) within the HR Services Department at the City of Winnipeg. The prospect of contributing to the HR team in such a reputable and community-focused organization is what attracts me most to this role. While my professional experience does not include two years directly within HR and payroll functions, I have worked closely with these systems during my time at Manitoba Hydro, where I troubleshoot and supported payroll systems, providing me with strong familiarity and the ability to adapt quickly to the demands of this position.

During my tenure as a Data Analytics Developer at Manitoba Hydro, I engaged with HR and payroll processes, particularly through troubleshooting and enhancing the payroll system. My experience with HR software, while primarily in the context of data analysis and system support, provided me with a solid understanding of its functionalities and the ability to quickly learn new modules. My technical proficiency with Microsoft Excel, Word, and Outlook aligns with the advanced skills required for this position, and my analytical background ensures that I can handle complex calculations and data management with precision.

Beyond my experience with payroll systems, I bring a strong ability to organize work, manage competing priorities, and meet deadlines in high-stress environments. My role at Manitoba Hydro required me to maintain and organize accurate records, ensuring compliance with workplace policies and Collective Agreements, which would be directly applicable to the responsibilities outlined in this position.

I also excel in customer service and communication, developed through my roles as a Language Interpreter and Teaching Assistant. These positions required me to communicate technical information clearly to a variety of audiences, maintain confidentiality, and exercise discretion—skills that are crucial for managing the sensitive and detailed work involved in pay and benefits administration.

I am confident that my experience and skills, coupled with my ability to adapt and learn quickly, will allow me to contribute effectively to the HR Services team. I am eager to bring my expertise to the City of Winnipeg, where I can assist with processing departmental employee actions, managing health plan applications, and collaborating with various stakeholders to ensure smooth payroll operations.

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to the City of Winnipeg and would welcome the chance to further discuss how my experience aligns with your needs.

Sincerely,

Nguyen Duy Thong (Jase) Tran

Jase Tran