

JOB OPPORTUNITY



Sagkeeng Social

File Clerk – Term

October 1, 2018 – March 31, 2020

DUTIES:

- Ensure that all information is stored correctly on a daily basis including filing of specific documents in the appropriate area,
- Contribute to records management projects as needed,
- Setup new files as required, including logging files into the system, creating folders and labels, etc,
- Assist staff in locating files within the officer or in storage,
- May perform reception or other duties as required
- Other duties as required.

QUALIFICATIONS:

- Must have Grade 12 or equivalent
 - Ability to provide support in a busy and deadline-oriented environment,
 - A strong team player, but also must have the ability to work independently with minimal supervision,
 - Good interpersonal skills,
 - Ability to handle multiple tasks with various deadlines,
 - Strong organizational and time management skills,
 - Good verbal and written communication skills,
 - Very reliable with excellent attendance,
 - Must be able to lift 15 pounds,
 - Must be comfortable using computers, particularly Microsoft Office,
 - Current Criminal Record Check, Vulnerable Sectors check, and Child Abuse Registry Check,
- Preference will be given to applicants of Aboriginal / First Nations ancestry

**Application deadline:
September 26th, 2018**

Applicants **MUST** submit:

- Cover letter/ resume
- Criminal record check
- Vulnerable sectors check
- Child abuse registry (or proof of application)

Attention to:

Human Resources

Sagkeeng Government Office

Box 3, Fort Alexander, MB

R0E 0P0

Resumes can be mailed to the above address, emailed to HRManager@sagkeeng.ca, or dropped off at the Sagkeeng Government Office.

**LATE SUBMISSIONS WILL
NOT BE ACCEPTED UNDER
ANY CIRCUMSTANCES**

**PLEASE BE ADVISED THAT ONLY
THOSE SELECTED FOR AN
INTERVIEW WILL BE CONTACTED**