



POSITION: File Clerk

WORK HOURS: Monday to Friday, 8:30 am to 4:30 pm, 35 hours per week

REPORTS TO: Administrator

JOB SUMMARY

Sek'wel'was is in search of an organized detail-oriented individual to be the File Clerk. Under the supervision of the Administrator, the File Clerk will be responsible for file management and file maintenance. They will be responsible for organizing paperwork in an efficient filing system and organizing and digitizing important documentation for different departments when needed.

DUTIES AND RESPONSIBILITIES

- Uploads digital files and data;
- Organizes and archives records and documents;
- Retrieves data and files for other departments as needed;
- Updates filing systems and devises new filing and organizational and storage system for data and documents as needed;
- Organizes paper and electronic record documents;
- Secures and protects the privacy of documents;
- Types and performs data entry;
- Checks and corrects placement of previously filed documents;
- Processes requests for files and data including recording what documents have been borrowed and returned;
- Creates new files and provides needed information on forms and reports;
- Assist other departments with filing and storage of documents;
- Other related duties as assigned.

KEY SKILLS AND ABILITIES

- Strong organizational skills;
- Attention to detail;
- Integrity, discretion and respect for confidentiality and privacy;
- Adept typing, word processing and data entry skills;
- Ability to read and understand a variety of materials;
- Verbal communication and interpersonal skills;
- Research and critical thinking;

- Knowledge of Microsoft Office Suite programs or related software is required;
- Comply with Criminal Record check;

Qualifications

- High school graduate or equivalent;
- Knowledge of basic office and administrative software such as MS Office;
- Experience working in an office setting;
- Previous clerical experience;
- Valid B.C. Class 5 Driver's License
- Experience working in and with a First Nation community is an asset

Salary Range: \$ 37,128– \$ 50, 960/ year

Term: Indefinite (upon completion of probation)

Scope: Full Time, 35 Hour Per Week

NOTES:

- All applicants must submit their resume, cover letter, and three references.
- Cayoose Creek is an equal opportunity employer and encourages applications from all qualified individuals. Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous, Metis or Inuit heritage. Candidates of Indigenous-identity are encouraged to self-identify on their application or within their cover letter.

Forward your Resume and Cover Letter to:

Attention: Rhonda Leech, Administrator

Email: administrator@cayoosecreek.ca

Fax: (250) 256-4138

Application Deadline: Until filled