



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

Unit: Thompson Central Office (TCO)

Location: Thompson, MB

Position: File Clerk
One (1) Full-Time Permanent Position

Reporting to the Supervisor of Administrative Services, the File Clerk is responsible for organizing and maintaining an accurate filing system at the Thompson Central Office by classifying, coding, cross-referencing, logging and storing records timely and appropriately. The file clerk is expected to take a lead role in ensuring an effective and up to date filing system is in place and in compliance with standards.

Qualifications:

- High School Diploma
- Previous experience as a File Clerk
- Experience working in a child and family services environment is preferred
- Must have excellent attention to detail
- Good written and verbal communication skills
- Organizational, time management and prioritizing skills
- Demonstrated ability to problem solve and meet deadlines
- Proficient in Microsoft Word, Excel and Outlook
- Must be self-motivated with the ability to work independently as well as a team setting
- Sensitivity to and an understanding of First Nations culture and values

Working Conditions:

- Must be able to work in a fast paced environment
- Must adhere to confidentiality when working with sensitive information
- Must demonstrate a strong work ethic and be reliable
- Must have satisfactory Prior Contact, Child Abuse Registry Check and Criminal Record Check

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience

Closing date: Tuesday, November 20, 2018

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Individuals interested in this challenging opportunity please reference **Competition Number 2018-057** on your resume/cover letter in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition Number 2018-057
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: (204) 778-8428
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted.