



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
Unit: Winnipeg Service Delivery Office (WSDO)
Location: 315 McGee Street, Winnipeg, MB

Position: File Clerk
Two (2) Full-Time Permanent Positions

Reporting to the Supervisor of Administrative Services, the File Clerk is responsible for organizing and maintaining an accurate filing system at the Winnipeg Service Delivery 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 is preferred
- Experience working in a child and family services environment is an asset
- Excellent attention to detail
- Organizational, time management and prioritizing skills
- Microsoft Word, Excel and Outlook abilities
- Must be self-motivated and able to work independently as well as in a team setting
- Demonstrated strong work ethic and reliability
- Sensitivity to and an understanding of First Nations culture and values

Working Conditions:

- Fast paced environment
- Working with sensitive information; must adhere to confidentiality
- Satisfactory Prior Contact check, Child Abuse Registry check and Criminal Record check

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

Closing date: Thursday, January 17, 2019

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 2019-001** on your resume/cover letter in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition Number 2018-059
274 Smith Street
Winnipeg, MB R3C 1K1
Fax: (204) 987-9489
Email: hr@awasisagency.ca

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