



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: Thompson Central Office (TCO)
LOCATION: 701 Thompson Drive, Thompson, MB

Position: Central Data Clerk
One (1) Full Time Term position (Sept. 2025)

Summary of Position:

The Central Data Clerk receives and enters data on all case types and provides month end reports on case files and supports the work of the Agency with administrative tasks. The Central Data Clerk works in a confidential environment and ensures accuracy of data input.

Qualifications:

- High School diploma or equivalent.
- 1-2 years experience in Office Administration preferred.
- Strong organizational skills.
- Familiarity with Microsoft office (Excel, Word and Office Suite).
- Demonstrated knowledge of northern communities.
- Ability to speak Cree/ Dene languages an asset.
- Maintain satisfactory Criminal Record, Child Abuse registry and Prior Contact checks prior to beginning work and throughout employment as requested.

Working Conditions:

- Fast paced, time sensitive, child welfare working environment.
- Independent work, with little direct supervision.
- An environment where maintaining confidentiality is important.
- Repetitive computer work.
- Overnight and remote travel may be required occasionally.

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

Closing Date: Open Until Filled (OUF)

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-identify. Individuals interested in this challenging opportunity please reference **Competition Number 2024-138 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2024-138
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.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.