



## Professional Employment Opportunity

**AWASIS AGENCY OF NORTHERN MANITOBA**

**OFFICE: Thompson Central Office (TCO)**

**LOCATION: Thompson, Manitoba**

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

### Responsibilities:

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:

- Maintain a satisfactory Prior Contact, Child Abuse Registry Check and Criminal Record Check
- Confidentiality environment with access to sensitive information
- Must be able to work in a fast paced environment
- Minimal travel required

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

**Closing Date: Friday, August 6, 2021**

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 2021-052 on your resume/cover letter and include it in the subject line of your email**, in confidence to:

Human Resources Department  
Awasis Agency of Northern Manitoba  
Competition #2021-052  
701 Thompson Drive  
Thompson, MB R8N 2A2  
Fax: 204-778-8428  
Email: [hr@awasisagency.ca](mailto: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**