



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

UNIT: Winnipeg Service Delivery Office

LOCATION: 315 McGee Street Winnipeg, Manitoba

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 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 would be considered an asset
- Must have excellent attention to detail
- Good written and verbal communication skills
- Organizational, time management and prioritizing skills
- Working knowledge of 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:

- Fast-paced environment
- Confidentiality environment with access to sensitive information
- Maintain a satisfactory Prior Contact check, Child Abuse Registry Check, Criminal Record Check and Driver's Abstract

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

Closing Date: Friday, December 10, 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 2021-091 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 #2021-091
315 McGee Street
Winnipeg, MB R3G 1M7
Fax: 204-790-4455
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.

****Note: Following the Provincial Mandate – all employees must provide proof of full Covid-19 vaccination**