



Professional Employment Opportunity

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

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

Summary of Position:

The File Clerk is responsible for the day-to-day filing requirements for the office. This includes sorting, receiving, and organizing documents for filing, copying, assembling, and preparing records for storage. The job requires a keen attention to detail. The incumbent has access to sensitive information for which confidentiality must be kept.

Qualifications:

- 6 months to 1 year of office experience preferred.
- College certificate or diploma in Office Administration or Computerized Business an asset.
- High School education or equivalent.
- Basic ability to use Microsoft Office (Excel, Word, and Office Suite).
- Demonstrated knowledge of Northern First Nations communities.
- Ability to speak Cree/Dene an asset.

Working Conditions:

- Fast paced, time sensitive, child welfare working environment.
- Professional office environment.
- Access to sensitive information for which confidentiality must be maintained.
- Lifting up to 11.5 kg (25 lbs).
- Maintain satisfactory Criminal Record check, Child Abuse check and Prior Contact check prior to beginning work, and throughout employment as required.

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

Closing Date: Wednesday, March 13, 2024

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 2024-016 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 #2024-016
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.