



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

UNIT/OFFICE: Quality Assurance

LOCATION: Thompson, MB

Position: File Clerk – Age of Majority (AOM)

One (1) Full Time Term position (to December 2026)

Summary of Position:

The File Clerk - Age of Majority (AOM) prepares age of majority files to be shipped to Provincial Records Management for permanent storage. Following, and maintaining the filing process as set out by provincial archiving policy and Agency practice, the incumbent must maintain a high level of confidentiality when dealing with the contents of files. The File Clerk – (AOM) provides backup coverage for Reception on an as needed basis. The File Clerk – (AOM) exercises initiative and independent judgement in determining work priorities.

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.
- Demonstrates good written and organization skills
- 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).
- Background checks must meet Agency minimal acceptable standards

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 2026-003 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 #2026-003
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.