

WE'RE HIRING:



MASTER FILE CLERK/FILE CLERK

MAKOOSE C. GAMIK INC.

We are a Child and Family Services Agency that is dedicated to providing caring and supportive services for Long Plain First Nation members. We have offices located in Brandon, Winnipeg, Portage and in Long Plain First Nation.

POSITION SUMMARY

The Master File Clerk/File Clerk will organize, store, and retrieve paper and electronic documentation for the entire Agency. The Master File Clerk/File Clerk will use alphabetical and numerical systems to organize paper and electronic records. The Master File Clerk/File Clerk will be responsible for the maintenance of the Child & Family Services filing system, general clerical support, and will ensure that CFSIS is up to date with the information required. This individual will report to the Executive Assistant.

QUALIFICATIONS

- Post Secondary in Office or Business Administration diploma/undergraduate degree;
- 3 years of administrative experience or equivalent combination of education and experience to demonstrate ability to perform duties;
- Relevant experience working with children and families, preferably in child welfare;
- Knowledge of the Child & Family Services System;
- Ability to utilize and navigate the Provincial CFSIS system;
- Hold and maintain a valid Class 5 driver's license, access to a reliable vehicle and willing to travel;
- Applicants must include with their application a photocopy of their driver's license and a recent driver's abstract. The fee for obtaining the driver's abstract is borne by the applicant;
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks to be submitted with your application.

Please submit your cover letter & resume to:

Makoose C. Gamik Inc.
Head Office Mailing Address
Box 337, Portage La Prairie, MB R1N 3B7
E-mail: hr@makoosecgi.org

COMPETITION NUMBER: 2024-12

Close Date: July 31, 2024, by 4:00 p.m.

