



Competition No.: 2019-70
Position: **File Room Assistant** (one [1] unionized position available)
Classification: **AY2: Qualified Candidate's Salary Range: \$34,457.22 – \$39,061.26**
Conditions: **Permanent Full-Time**
Department: **Human Resources**
Location: **1410 Mountain**
Date Posted: **October 8, 2019**
Closing Date: **4:30 p.m. on October 22, 2019**
Applications: **Email: hr@secfs.org Fax: 204.594.0499**

Position Summary:

The File Room Assistant assumes primary responsibility for providing clerical services

Qualifications & Position Requirements:

- High School Graduate (post-secondary education and/or training is an asset)
- Intermediate proficiency with MS Office (i.e., Excel, Word and Outlook)
- Strong communicatory skills (oral and written)
- Clerical duties include but are not limited to: maintaining and updating files; labelling, copying and retrieving documents; and, inputting and updating data with an attention to detail
- Working experience with CFSIS is an asset
- Demonstrated ability to work independently
- Strong interpersonal skills
- Will be required to assist with typing, filing, photocopying and reception-based duties

Application Process:

- Preference will be given to Southeast Community Members and Aboriginal (First Nations, Métis or Inuit) candidates meeting the position requirements
- Forward your résumé (with three [3] references) and cover letter stating clearly how you meet the qualifications
- Please cite the Competition Number and Position in the subject line when submitting by email or fax
- We thank all applicants; however, only those candidates selected for an interview will be contacted

About Us:

- SECFS provides a full range of services under *The CFS Act*, *The CFS Authorities Act* and *The Adoption Act*. Our primary responsibility is to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural affiliation with our First Nation Communities

We offer exceptional life insurance; pension; health/vision/dental; and, annual leave benefits