



Employment Opportunity **FILE CLERK**

Reference No. SD-ADM-CLE-1021

PURPOSE: Reporting to the Social Development Manager, the File Clerk will work collaboratively with Social Development staff while upholding and maintaining file management for the department. This position is a full time term position and works primarily in the office with minimal local travel required.

RESPONSIBILITIES:

File Management

- Manage paper and electronic filing systems; ensuring accuracy and alignment with applicable Social Development policies and procedures
- Maintain and prepare file(s) to ensure Social Development file compliance
- Update existing files and create new file records if necessary
- Respond to inquiries regarding file records; find, retrieve and prepare files as requested from authorized users
- Uphold a high-level of confidentiality and professionalism while handling confidential and sensitive information
- Assist with storing, archiving and disposal of documents as required
- Other related duties as required

Administrative Support

- Provide backup and support in the absence of other team members, which may include: managing a multi-line phone system / reception, distributing mail, attending meetings / recording minutes, preparing documents or correspondence
- Operate general office equipment i.e. photocopier, scanner, facsimile, voicemail systems, and personal computers
- Participate in staff meetings, events, training and other related activities (*may assist with coordinating and organizing*)
- Other related duties as required

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Completion of Grade 10 required; High School graduate preferred
- Certificate or Diploma in Office / Business Administration or Clerical training is considered an asset
- Previous clerical/administrative experience with emphasis on accuracy and timeliness is desired
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. *All individuals must show Proof of Vaccination as a mandatory condition of their employment.*

SKILLS, KNOWLEDGE, AND ABILITIES:

- Previous clerical experience is an asset
- Knowledge of Microsoft Office Suites programs i.e. WORD, EXCEL, POWERPOINT, ETC.
- Strong organizational and time management skills with the ability to multitask and meet strict deadlines
- Excellent written, oral and interpersonal communication skills
- Ability to uphold confidentiality in a fast-paced work environment
- Must be able to lift boxes weighing up to 30 lbs.
- Physically able to stand for long periods of time while engaging in file management tasks
- Knowledge of Cowichan Tribes departments, programs, and services including but not limited to the Social Development Department
- Knowledge of the Cowichan Tribes culture, customs and traditions; or willingness to learn

Due to the funding source, this position is open to Cowichan Tribes members only and preference will be given to applicants who have not previously worked in the Social Development Department.

HOW TO APPLY: *Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources via email before the deadline with the Reference Number in the subject line of your email.*

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Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/member-services/human-resources/employment-opportunities>

Deadline: 4:00 p.m. on Monday, November 8, 2021

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry. We thank all applicants in advance but only shortlisted candidates will be contacted.