



ULKATCHO FIRST NATION

P.O. Box 3430, Anahim Lake, British Columbia VOL 1C0

~ JOB POSTING ~

JOB TITLE: Casual Filing Clerk

DEPARTMENT: All departments (Casual- on call)

START DATE: Immediate

RATE OF PAY : \$14 per hour

POSTING CLOSING DATE: September 18, 2019

WHAT IS THE JOB:

Ulkatcho First Nation (UFN) seeks a motivated, reliable individual that is seeking to develop their administrative Support Experience.

- Filing
- Creating spreadsheets to keep track of what has been filed
- Document scanning, copying and retrieval.
- Preparing charts/files
- Data Entry
- Other clerical duties as needed

Filing experience, strong organizational, multitasking skills and proficiency in Word, and Excel are preferred.

TO APPLY: Submit a resume with a covering letter detailing your experience to: hr@ulkatcho.ca

or details regarding this position or with any questions please contact UFN Band Manager Shelley Bevz at: (250) 742-3288 Ext 202

NOTE: *Only those applicants selected for an interview will be contacted*

Posted: September 09, 2019