

Employment Opportunities



Position: File Clerk - Registry
Service Area: Siksika Land Management
Location: Siksika Nation Tribal Administration
Salary: Based on Education and Experience
Date Posted: October 4, 2023
Closing Date: Until Position Filled
Competition Number: SLMCRFC-01-10-03-23

POSITION SUMMARY:

The Registry File Clerk is to organize and preserve Land Management records and manage file documents in physical and digital format. Manage the flow of documentation within Land management area and ensure staff have access to necessary documents and records.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Assist to develop an efficient filing system to make updating and retrieving files easier;
- Sorting paperwork and information, etc., in adherence of and maintaining an efficient filing system;
- Digitize all important documents;
- Create or update records with new files and information;
- Log all incoming and outgoing mail correspondence;
- Deal with all requests to access files and keeps logs of borrowed documents;

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Knowledge of Electronic Document Management System (EDMS).
- Knowledge of Microsoft Office applications including Excel.
- Proficient typing and proofreading skills.
- Good English language communication skills both oral and written.
- Demonstrate reliability in a teamwork atmosphere.
- Ability to work independently and in a team environment.
- Self-motivated and excellent organizational skills.
- Ability to work with confidential information with integrity and trust.

Education and Experience

- Post-secondary certificate in Information and Records Management preferred.
- Grade 12 High School Diploma required.
- Two years' experience in file record administration required.

Other:

- Valid Alberta Class 5 Driver's License.
- General knowledge of the Siksika Nation Culture and some ability to communicate in the Siksika Language.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.

CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.