



Metis Settlements General Council

EMPLOYMENT POSTING

Metis Settlements General Council
Temporary MSGC Central Filing Clerk
Edmonton

REPORTS TO: Corporate Services

DATE POSTED: May 10, 2019

POSTING ENDS: May 24, 2019

SALARY: Depending on Experience

TERM: June 4, 2019 to August 31, 2019

POSITION SUMMARY:

We are looking for an organized File Clerk to do file management and maintenance. The successful applicant will organize paperwork according to an efficient filing system and digitalize all important documents. They will be expected to protect and update files as well as make them easily accessible to all MSGC staff. A file clerk must be organized and possess a serious understanding of confidentiality and data protection. The ideal candidate will be skilled in computers and detail-oriented. The goal is to preserve the company's records and manage paperwork effectively.

TYPICAL DUTIES:

- Sort all papers alphabetically and according to content, dates and significance etc.
- Store all paperwork in designated places securing the important documents
- Create and update records with new files and information
- Enter paperwork into an electronic system either by data entry or by using scanners
- Deal with requests to access files and keep logs of borrowed papers
- Follow policies and confidentiality dictations to safeguard data and information
- Proven experience as a file clerk
- Knowledge of filing systems
- Very good knowledge of MS Office and office equipment
- Operate office equipment such as fax machines, photocopiers, and computer scanning equipment

SKILL SET:

- Strong administration and office management skills
- Excellent written and verbal communication skills
- Good interpersonal skills
- Good organizational and time management skills
- The ability to work independently and as part of a team
- Effective decision-making skills
- The ability to demonstrate professionalism
- Keen sense of initiative
- Enjoy working with people



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EDUCATION AND EXPERIENCE:

- 1 year related post-secondary education and computer skills are considered assets.

HOURS & REQUIREMENTS:

- 35 hours per week;

Please submit your cover letter and resume electronically to:

Brenda Sayers
Corporate Services
Email: bsayers@msgc.ca
Phone: 780- 822-4096

Fax: 780-489-9558

We thank all candidates for their interest; however, only those selected for an interview will be contacted.