



Sioux Lookout
First Nations
Health Authority

File Clerk
Internal/External Posting
Full Time Position Location: Sioux Lookout, ON

Reporting to the Director of Human Resources and Director of Finance, the File Clerk will be responsible for filing HR/Finance documents.

Qualifications:

- Minimum Grade 12 Diploma
- Minimum two years' experience in clerical field an asset
- Experience with WordPerfect and Microsoft Office computer software, database or MTRS program asset
- Professional integrity and the (ability to maintain confidentiality is essential)
- Good working knowledge and experience in time management, excellent organizational skills, as well as the ability to work independently
- Experience in file management

Responsibilities:

- All packages must be reviewed by supervisor and signed off before being filed
- Photocopy, collate and file documents
- Filing employee forms and new employee information
- Participate and contribute to regular staff development activities and staff meetings
- Work as a team member with co-workers, SLFNHA staff and other organizations
- Provide reception coverage during mail runs and coffee breaks
- Any other duties as requested by your supervisor.

Please send cover letter, resume, three most recent employment references and an up-to-date Criminal Reference Check to:

Human Resource Department
Sioux Lookout First Nations Health Authority
P.O. Box 1300, 61 Queen Street
Sioux Lookout, ON P8T 1B8
Phone: (807) 737-1802
Fax: (807) 737-2969
Email: Human.Resources@slfnha.com

Closing Date: April 10, 2019 at 4:30 p.m.

No resumes received after this time will be accepted.

*The Health Authority wishes to thank all applicants in advance.
However, only those granted an interview will be contacted.*



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For additional information regarding the Health Authority, please visit our Web-site at www.sfnha.com

SLFNHA is a proud supporter of Mikinakoos Children's Fund. To find out more, visit
www.mikinakoos.com



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