



**Website:** [www.qalipu.ca](http://www.qalipu.ca)

## **Employment Opportunity**

**Job Title:** Client Services Officer

**Location:** St. George's, NL

**Hours of Work:** 35 hours per week.

**Salary:** \$42,000.00 yearly

### **Qalipu First Nation:**

Qalipu First Nation achieved recognition under the Indian Act in 2011, and currently represents in excess of 24,000 members in 9 geographical wards. It offers programming and support services in health, education, tourism, economic development and natural resource conservation.

### **Job Description and Requirements:**

The Department of Education and Training under Qalipu First Nation is seeking an enthusiastic, outgoing, flexible, and dedicated professional for the role of Client Services Officer. Duties will include but are not limited to:

- Assisting Band Members with job preparation activities such as career and education counseling;
- Collection labour market information for clients;
- Administering post-secondary education funding support;
- Assessing clients' eligibility for post-secondary education funding support;
- Assisting with identifying employment opportunities for Band members by acting as a liaison between members and employers to obtain employment.

### **Responsibilities:**

The successful candidate will report directly to the **Team Lead-Client Service Officer** and will be responsible for providing career, employment, training and post-secondary education services to members of the Band.

### **Qualifications:**

The successful candidate will possess:

- A post-secondary diploma in Community Studies/ Business or Office Administration. Preferred candidates will have 5 + years related experience, including at least 2 years direct experience with similar employment, training, and education programs.
- Knowledge of appropriate computer software applications such as MS Office.
- Excellent written and oral communication skills
- Excellent organizational and time management skills.

- The ability to work in a fast paced environment and to be able to meet multiple deadlines.

**Working Conditions:**

This position is office based. The duties are predominantly met during regular business hours. Some overtime work and travel may be required.

**Apply:**

Please apply electronically using MS Word with three (3) current business references to: [jobopportunities@qalipu.ca](mailto:jobopportunities@qalipu.ca) with **subject line: CSO, St. George's, NL**

Qalipu First Nation  
Attention: Mrs. Janet McAuley, Office Manager  
3 Church Street  
Corner Brook, NL A2H 2Z4

**Deadline for receipt of Cover Letter and Resume:** Friday, October 27, 2017 at 4:00 pm.

**Please note:** Diplomas/certificates for Post-Secondary Education and Training are required. The successful applicant will be required to provide a Code of Conduct. If you are a member of Qalipu First Nation Band please indicate it in your application.

We would like to thank all applicants who apply; however, only those selected for an interview will be contacted. No telephone calls please.