



Job Opportunity
Records Clerk/Administrative Assistant,
Consultation Department (1-year contract)
Sipekne'katik First Nation
Closing Date: Oct 7, 2021

Sipekne'katik First Nation is inviting applications for the position of Records Clerk/Administrative Assistant for the Consultation Department.

General Description:

Under the direction and supervision of the Director of Consultation and Consultation Manager, the Records Clerk/ Administrative Assistant provides administrative support to the Consultation team. This position requires teamwork and a high degree of initiative and attention to detail with excellent communication skills. In addition, the Records Clerk/Administrative assistant will be responsible for Sorting, cataloguing and tracking, and establishing the electronic records for each consultation file, as well as, inputting past files necessary to establish and digitize the official records of past consultation files.

Responsibilities:

- Sorting, Cataloging, Tracing, and inputting consultation files, sorting cataloguing, Tracking and inputting the historical files for the consultation department.
- Develop filing system for consultation files and input into Xerox Docushare program.
- Work with manager and staff on identifying information for scanning, and disposal.
- Maintain records center.
- Properly Indexing scanned documents.
- Daily input of files into docushare program.
- Provides confidential administrative and records support to the consultation team.
- Acts as a point of contact receiving incoming calls and emails from clients and distributing to other members of the Team for action.
- Manages inquiries, appointments, and correspondence from within the consultation department, from other Band Council departments, as well as external stakeholders.
- Responds to inquiries of internal and external contacts professionally and courteously, ensuring a high level of confidentiality.
- Maintain office supplies by checking inventory.
- Distributes incoming mail and other material and coordinates the flow of information internally and with other departments and organizations.
- Compile data, statistics and other information;
- Record and prepare minutes of meetings, seminars and conferences.
- Establishes and maintains consistent administrative procedures in terms of filing system records management and correspondence.
- Performs general office duties such as photocopying, faxing, filing, and mail.
- Co-ordinate digitization of files through DocuShare.
- Other administrative duties as required.

SIPEKNE'KATIK
522 Church Street
Indian Brook, NS
B0N 1W0

Tel: 902.758.2049
Fax: 902.758.2017



Qualifications:

- Grade 12 and a certificate in administrative training from a recognized educational institution, plus one year of related experience.
- Computer proficiency in DocuShare or related experience in Management information Services.
- Proficient in filing, scanning and uploading into storage systems.
- Receiving, acting on, and archiving reports, emails, faxes letters and other forms of correspondence.
- Entering client/project files into databases.
- Knowledge of filing systems development and design.
- Equivalent combination of education and experience will be considered.
- Proficient in, or ability to learn, the use of computer software including Xerox Docushare, Windows, MS Outlook, SAP, MS Office Suite).
- Proficient typing skills.
- Ability to work well in a fast-paced environment.
- Ability to complete repetitive tasks.
- High level of attention to detail and confidentiality.
- Able to work under pressure and meet tight deadlines.
- Prior administrative experience required.
- Desire to be proactive and create a positive experience for others.
- Excellent verbal and written communication skills.
- Superior organizational skills and dedication to completing tasks in a timely manner.
- Preference will be given to applicants from a Mi'kmaq First Nations Community.
- A criminal records check is required.

Please apply with a resume, cover letter, criminal records check and three work references to:

Human Resource Manager

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

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*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted***