



Employment Opportunity

Job Title: Client Services Officer, Maternity Leave Replacement Position

Location of Position. To be determined based on the office location closest to the successful applicant. Office locations are as follows: Corner Brook, Glenwood, Grand Falls-Windsor, St. George's, Stephenville.

Hours of Work: 35 hours/ week.

Salary: \$42,000.00 yearly.

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 Education and Training Team Lead and will be responsible for providing career, employment, training and post-secondary education services to members of the Band. The ability to work in a fast paced environment and to be able to meet multiple deadlines.

Qualifications:

Education:

- A post-secondary diploma in Community Studies/ Business or Office Administration or other similar education.

Experience:

- Preferred candidates will have 2 + 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.

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 with **subject line: CSO Replacement**

Mrs. Janet McAuley, Human Resources Manager
Qalipu First Nation
3 Church Street
Corner Brook, NL A2H 2Z4

Deadline for receipt of Cover Letter and Resume: Wednesday, September 30th , 2020 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 cover letter.

QFN is an equal opportunity employer, in situations where candidates have equal credentials, preference will be given to aboriginal candidates. If you are a member of Qalipu First Nation please indicate it in your cover letter.