



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

### **Employment Opportunity**

**Job Title:** NIHB Data Entry Clerk – Maternity Relief

**Location:** Glenwood, NL

**Hours of Work:** 35 hrs/week

**Salary:** \$30,000

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

The NIHB Data Entry Clerk is responsible for providing financial, administrative and clerical services to ensure effective, efficient and accurate NIHB claims processing which complies with established organizational policies and procedures. It includes processing client NIHB claims and monitoring payments while providing these services in an effective and efficient manner that ensure client claims are paid in a timely and appropriate manner, and that all records are appropriately created and filed.

#### **Responsibilities:**

- Preparation of documents using: computer word processing, spreadsheet, and database software
- Ensure recipient information is correctly inputted into the claims processing system
- Respond to member queries regarding claims
- Prepare accommodation, transportation and meal reservations for members following Health Canada's guidelines
- Provide secretarial and administrative support to management and other staff, as needed
- Ensure files are stored and maintained as per the Qalipu Electronic Records Management System and Quality Management Protocols
- Other duties as required

**Qualifications:** Post-secondary education in Office or Business Administration or other similar education. Medical terminology or previous experience working in a medical environment would be preferred.

The successful candidate will possess:

- Knowledge of office administration and records management procedures
- Knowledge of data entry systems
- Confidentiality concerning client health and financial records
- Excellent interpersonal and communications skills
- Analytical and problem solving skills
- Attention to detail and high level of accuracy
- Effective organizational skills
- Excellent computer skills including the ability to operate spreadsheet and word-processing programs.

**Working Conditions:**

This is an office based position with duties predominantly met during regular working hours. Some travel and flexibility of work schedule may be required.

**Apply:**

Please apply electronically using MS Word with three (3) current business references and copies of diplomas to: [jobopportunities@qalipu.ca](mailto:jobopportunities@qalipu.ca) with subject line: **"Data Entry Clerk"**.

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:** January 6, 2017 at 4:00 pm.

**Please note:** If you are a member of the 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.