



Employment Opportunity

Job Title: Client Intake Officer – One year Term Position

Location of Position. St. George's Office

Hours of Work: 35 hours per week

Rate of Pay: \$35,000.00 per year

Job Description: The Client Intake Officer will be responsible for the initial processing of funding applications for Post-Secondary Education under the Education and Training Department; supports the work of the Director and other staff; and provides an initial referral point for Band members applying for departmental programs.

Responsibilities: The Client Intake Officer performs a wide range of duties including the following:

- Provides the first point of contact in the Departmental office for Band members seeking program support and services for post-secondary Education
- Receives, records and ensures the accuracy of all initial applications for Post- Secondary Education
- Refers each application to a Client Services Officer
- Responds to public and membership inquiries concerning application processes and outcomes
- Greet clients/suppliers/visitors to the organization
- Answers general telephone inquiries, directs calls to the appropriate staff members
- Replies to general information requests with the accurate information
- Uses computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Processes Incoming and outgoing mail, faxes, email and courier deliveries
- Code and file material according to the established record management procedures
- Updates and ensures the accuracy of the organization's databases
- Recording secretary for the ISETS Committee.
- Other duties as required

Qualifications:

Education: Post- secondary education in Business or Office Administration. Other related Post -Secondary education will be considered.

Experience: 1-3 years of experience in an office setting. Experience with client support and data management systems would be an asset.

Working Conditions: This is an office- based position with duties predominantly met during regular working hours. Some overtime and travel will be required.

Apply: Please apply electronically using MS Word with a cover letter, resume and three business references to: jobopportunities@qalipu.ca subject line "**CLIENT INTAKE OFFICER**"

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 March 29, 2019 at 12:00 noon.

Please note: Diplomas/certificates for Post-Secondary Education and Training and a Code of Conduct with a vulnerable sector query is required.

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.