



EMPLOYMENT OPPORTUNITY

Union of Ontario Indians / Anishinabek Educational Institute

**Data Entry Clerk
Nipissing First Nation, North Bay, ON**

Under the direction of the Site Coordinator of the Anishinabek Educational Institute (AEI) or designate, the Data Entry Clerk is responsible for collecting and entering information into a Data Management System and maintaining accurate records of valuable information. This is a **contract position concluding February 2, 2018** with a possibility of extension, not to exceed one (1) year from the start date.

Responsibilities Include: (but not limited to):

- Attend mandatory training sessions for Data Management System
- Insert program and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Store completed work in designated locations ensuring all documents are filed in an easily accessible system
- Scan documents and print files, when needed
- Ensure accuracy of data entry and confidentiality of all information
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions
- Adhere to the UOI Personnel Policy

Qualifications:

- College diploma in office administration or related field
- Proven data entry work experience, in Data Entry or Office Clerk
- Strong background in computer software (Microsoft Office)
- Excellent organizational and office administration skills essential; experience using office equipment (fax and scanner); ability to meet deadlines
- Ability to work independently and stay focused on tasks, a high attention to detail and strong typing skills
- Knowledge/awareness of Anishinabek Nation communities is an asset
- Must be willing to travel and hold a Class G Driver's License

Salary: Commensurate with qualifications and work experience

Start Date: Monday, June 5, 2017

Deadline for Applications: Friday, May 19, 2017 @ 4:30 p.m.
(Applications received after this date and time will not be considered.)

Please send your resume with a cover letter and three employment references to:

Glenda St. Amour
Director of Corporate Services
Union of Ontario Indians
P.O, Box 711, 1 Migizii Miikan Road
North Bay, ON P1B 8J8

Phone: (705) 497-9127 / 1-877-702-5200 Fax: (705) 497-9135
Email: glenda.st-amour@anishinabek.ca

For inquiries about this position, please feel free to contact Jennifer Fletcher, AEI A/Site Coordinator at (705) 497-9127 / 1-877-702-5200 ext 2317 or by email at jennifer.fletcher@anishinabek.ca

Individuals of First Nation ancestry are encouraged to apply. Preference will be given to UOI member First Nation applicants

Miigwetch to all who apply, however, only those selected for an interview will be contacted.