

EAGLE LAKE FIRST NATION

"Where the Eagle will continue to soar and develop with the Ojibways of Eagle Lake"



P.O. BOX 1001, MIGISI SAHGAIGAN, ONTARIO P0V 3H0 TEL: 807-755-5526 FAX: 807-755-5696

EMPLOYMENT OPPORTUNITY – BAND OFFICE FILE CLERK

ACCOUNTABILITY/RESPONSIBILITY

The file clerk will be responsible for the accurate and timely filing of all current and historical company documents. The file clerk must be able to work independently in a shared workspace. We are looking for someone who is highly organized and has excellent attention to detail.

Typical duties and responsibilities

- Maintain and organize files.
- Scan documents and create a secure filing system.
- Sort and respond to mail as requested.
- Handle schedules and calendars
- Maintain office equipment.
- Other duties as assigned by Supervisor/Management

Required skills and qualifications.

- Excellent verbal and written communication skills
- Computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Strong interpersonal skills and the ability to work well with others.
- Discretion and the ability to handle confidential information.
- Expertise in time management and multitasking.
- Be a self- starter and motivated.

Preferred qualifications

- High school diploma or equivalent
- Strong organizational skills
- Attention to detail.
- Ability to work independently.

Submit letter of interest and resume to;
Jane Peterson, Political Coordinator, email political.coordinator@migisi.ca
Eagle Lake First Nation
PO Box 1001,
Migisi Sahgaigan, ON
P0V3H0

Application Deadline; September 15, 2023 @ 12 pm.