



**shishálh**  
NATION

## Employment Opportunity - Full Time JP 2019-001 Database and File Coordinator

**The Organization** The shishálh Nation (Sechelt Indian Band) is a fast-growing, vibrant organization committed to the development and progress of its members and of the community. If you are a qualified, highly motivated and dynamic individual and would like to be a part of this organization that values mental, physical, spiritual and emotional wellness for individuals, families, our community and society, we invite you to apply for the following position.

### The Position

The Database File Coordinator will provide coordination and assistance for multiple Database and File Coordination duties, including daily responsibilities and long-term projects. Maintenance of the department's file systems by performing specialized duties such as record-keeping, managing forms and information, organizing paperwork according to an efficient filing system as well as digitalizing all important documents. The DMC will ensure the data entry is inputted on a daily basis from current and prospective applications. This position also responds to queries to retrieve information in file systems and is responsible for some additional administrative duties.

### The Candidate

- Grade 12 or equivalent
- Post-Secondary training in Office Administration or Aboriginal Studies
- 3-4 years of experience in an Administrative role.
- Highly skilled with Microsoft Office (Word, Excel, PowerPoint) and office equipment such as photocopier, scanner etc.
- Ability to handle high volume of data with accuracy
- Excellent organizational and interpersonal skills and should have ability to respond quickly to the requests
- Ability to work well both independently and in a team environment.
- Ability to evaluate filing and data management system while also making recommendations for improvement.
- Ability to communicate effectively.
- Ability to maintain confidentiality and deal with sensitive information is essential
- Willing to participate in training and education as directed.

A full job description is available upon request. If you are interested in the position, send your cover letter and résumé to Nievelina Carmona, HR Manager at: [ncarmona@secheltnation.net](mailto:ncarmona@secheltnation.net)

Preference will be given to qualified shishálh band members, community members, and other First Nations, Inuit and Métis. We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.

### **Why work for the shishálh nation? We offer the following;**

***Business Casual Office environment, Extended Benefits like medical, LTD, Life Insurance, MSP Coverage, Training and Development Opportunities. Current salaries under review.***