**The Position**

Under the general supervision of the Implementation & Compliance Manager, the Data Base and File Coordinator will provide coordination and assistance for multiple Data Base and File Coordination duties for the STLM Department. Digitalizing all important documents, ensuring data entry is inputted daily basis and responding to queries to retrieve information will be among the responsibilities in this role, as well as some additional administrative duties.

**Duties and Responsibilities**

* Management of the Referral Tracking System including upgrades, staff training, creation of supplementary materials and overall maintenance of associated software and hardware.
* Provide staff training for new data base system.
* Ensure records are up to date.
* Prioritize and manage multiple projects concurrently, in an efficient manner and often with tight deadlines and always maintain confidentiality.
* Perform clerical functions to ensure all scanning, faxing, photocopying, mailing, cheque requests, purchase orders, mail pick up/delivery, shredding is executed.
* Ability to be extremely adaptable to the ever-changing priorities of the department.
* Prioritize and manage multiple projects concurrently, in an efficient manner under tight deadlines.
* Aid project leads, management, and staff in preparing and delivering required files in preparation for upcoming meetings.
* Ability to be extremely adaptable to the ever-changing priorities of the department and ability to follow instruction issued by department leads.
* Other duties as assigned.

**The Candidate**

* Grade 12 or higher-Diploma or Degree equivalent(Preferred).
* 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 i.e. photocopier, scanner etc.
* Ability to handle high volume of data with accuracy.

**A full job description is available upon request. If you are interested in the position, send your cover letter and résumé to Shree Comar HR Generalist at:** [**scomar@shishalh.com**](mailto:scomar@shishalh.com)

Preference will be given to qualified shíshálh Nation 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.