



**shishálh**  
NATION

**Employment Opportunity – Full Time**  
**JP-2022-41 Database and File Coordinator**

**The Position**

Under the general supervision of the Compliance & Implementation Manager, the Database and File Coordinator will provide coordination and assistance for multiple databases and file coordination duties for the department. Digitalizing all important documents, ensuring data entry is inputted daily, and responding to queries to retrieve information will be among the responsibilities in this role and some additional administrative duties.

**The Candidate**

- 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 the database system
- Ensure records are up to date
- Prioritize and manage multiple projects concurrently, in an efficient manner and often with tight deadlines.
- 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
- Perform other tasks within the scope of the position and as assigned

**Qualifications, Skills and Abilities:**

- 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, i.e. photocopier, scanner etc.
- Ability to handle a high volume of data with accuracy
- Ability to evaluate filing and data management systems while also making recommendations for improvement
- Experience working within a First Nations environment is considered an asset

**A full job description is available upon request. If you are interested in the position, please send your cover letter and resume to the Human Resources Department at: [hr@shishalh.com](mailto:hr@shishalh.com). This posting will remain open until filled.**

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