



Job Posting

Position: Administrative Data Mining and Entry Clerical Position.

Deadline: Thursday July 20th, 4:00pm

Salary: TBD

Term Position to September 2017

Job Roles:

- Clerical data entry
- Update database files with historical and current information
- Generate and prepare/print documents
- Perform general clerical tasks and office duties as instructed

Qualifications:

- Working knowledge of MS Office; MS Word and Excel
- Scanning experience and some knowledge of file management
- Excellent organizational skills
- Must be between 16 and 29 years of age to qualify for the Summer Work Experience Program

Deadline to submit: Thursday July 20th, 4:00pm.

Submit your application and cover letters outlining your qualifications, experience and education to:

Rick Hewson – Chief Executive Officer
Hupacasath First Nation
5500 Ahahswinis Drive, Port Alberni BC V9Y 7M7

The job closes July 20 at 4:00 p.m. and all applications should be received at the Hupacasth House of Gathering by this time. We encourage all eligible students and Hupacasath members to apply.