



Data Entry Clerk

St'át'imc Government Services (SGS) is seeking a data entry clerk to complete inventories for St'at'imc in the areas of Human Resources/labour/skills inventory, equipment and businesses.

Specific Duties & Responsibilities

The successful candidate will:

- Perform all duties and responsibilities in accordance with the St'át'imc Government Services (SGS) policies, standards and procedures, and as directed by the St'at'imc Education & Training Manager.
- Maintain confidentiality in all matters relating to the affairs of St'át'imc Government Services (SGS).
- Participate in the ARMS software training and other training that may be identified
- Input St'at'imc members resume information into the ARMS software.
- Organize and coordinate meetings with interested bands
- Provide written reports
- Other duties as required.

Minimum Requirements

The minimum requirements for the data entry clerk include:

- Current Post-secondary student studying in areas such as business, communication, information management, research or other related discipline
- Knowledge of St'át'imc territory
- Ability to contribute to a team work environment as well as to work independently
- Proven oral and written communication, presentation and interpersonal skills;
- Knowledge and familiarity with MS Office

Interested applicants, please send resume and cover letter to reception@statimcgs.org by 12:00 p.m. on May 12, 2016. Interviews will be scheduled for May 13, 2016.

We thank all applicants; however, only the applicants selected for an interview will be contacted.

****Please note: this position is subject to funding approval.***