

BIG RIVER FIRST NATION

Box 519, Debden | Saskatchewan S0J 0S0

Telephone: (306) 724-4700 | Fax: (306) 724-2161



The Big River First Nation Health is searching for a Data Entry Clerk to join our team. We are looking for a Data Entry Clerk to type and scan information into our database from paper documents. The ideal candidate will be computer savvy and a fast typist with a keen eye for detail.

Apply by: Open Until Filled

Reports to: Health Director

Duties and Responsibilities:

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners;
- Type in data provided directly from colleagues and administrators;
- Create spreadsheets with large numbers of figures without mistakes;
- Verify data by comparing it to source documents;
- Update existing data;
- Retrieve data from the database or electronic files as requested;
- Perform regular backups to ensure data preservation;
- Sort and organize paperwork after entering data to ensure it is not lost;
- Other duties as assigned.

Qualifications:

- Post secondary diploma or equivalent;
- Proven experience as data entry clerk is an asset;
- Fast typing skills;
- Knowledge of touch-typing system is strongly preferred;
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.);
- Working knowledge of office equipment and computer hardware and peripheral devices;
- Basic understanding of databases;
- Good command of English both oral and written and customer service skills;
- Great attention to detail;
- Must successfully complete Criminal Records Check with Vulnerable Sector Search as well as comply with an annual Oath of Confidentiality Agreement;
- Must have a Valid Class 5 Drivers License.

Interested applicants can apply by submitting a resume with references to hr@brfn.ca, by Fax attn: Human Resources to (306) 724-2161. To apply in person, drop off resume and cover letter to the BRFN Band Office (306) 724-4700. This position will remain posted until filled.

For more information, Please Contact;

Allison Lachance

Human Resources Manager

Phone: 306-724-4700 ext. 225