



Full-time Position, File Clerk

Northwest Inter-Nation Family and Community Services (NIFCS)

JOB OPPORTUNITY

If these statements resonate with you, please consider this opportunity to join the [NIFCS](#) team as a full-time File Clerk based in Prince Rupert, BC.

Position Summary: Reporting to the Team Leader, the File Clerk has the responsibility to perform an array of filing duties for the Agency. He/she will monitor and ensure that all established administrative and operational processes and control standards are followed as it pertains to this position, contributing to the effective and efficient operation of the NIFCS office in Prince Rupert.

Primary Responsibilities and Duties

- Organize and file all forms and related documentation to ensure that all client files are complete and up-to-date;
- Review files to ensure that information is filed accurately and in accordance with the Agency and other related policies and legislation;
- Close-out and create new files as needed and requested; photocopy documents as required by staff;
- Provide clerical support for staff and their clients as a backup and as requested;
- Maintain office security policy, including locking up all confidential materials;
- Telephone, faxing and monitoring appointment list for incoming appointments and notifying social workers and other staff of arrivals as a backup and as requested;
- Book appointments when needed as a backup and as requested;
- Type correspondence, memos and other documents for staff as a backup and as requested;
- Assist in preparation duties for conferences when needed and as a backup and as requested;
- Book meetings dates and contact clients when requested as a backup and as requested;
- Open, date-stamp and distribute incoming mail and outgoing process mail as a backup and as requested;
- Perform all other tasks within the scope of the position, as assigned.

Basic Qualifications

- Minimum Grade 12 diploma;
- At least 2 years experience in a file clerk or administrative support function or related field;
- Efficient typing skills and ability to maintain filing systems and basic databases;
- Superior time-management and problem-solving skills;
- High level of ethics, integrity, and strong customer service orientation;
- Proficient use of various office-based software including Microsoft Office Suite;
- Punctual, with excellent organizational skills; superior telephone manners and strong interpersonal skills;
- Adjusts and is flexible to meet changing work needs and demands;
- Strong written and verbal skills to communicate with all levels of the Agency;
- A valid driver's license and vehicle; a Criminal Record Check will be conducted on the successful candidate.

Compensation & Benefits

- You can expect a supportive work environment, a total compensation package that includes a competitive wage, extended health and dental benefits.
- This is a Bargaining Unit position; an eligibility list may be established to fill future positions.

Submission Deadline:

- Open until filled.
- We invite all interested parties to apply by emailing your cover letter and resume in the strictest confidence to the Human Resources Department at hr@nifcs.org.