



Join Our Team!

LAKE BABINE NATION

POSTED: SEPTEMBER 28 2023; UNTIL POSITION FILLED

SOCIAL DEVELOPMENT CLERK

Wage Range: \$20.00 - \$24.00

The Social Development Clerk is responsible for providing secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner within Social Development department.

RESPONSIBILITIES

- Assist and support Social Development team
- Assist and support clients with documents relating to the Social Application process
- Compile and sort incoming invoices; reconcile to statements
- Complete travel / cheque requisitions
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information
- Develop and maintain a current and accurate filing system
- Assist the Manager and other staff as requested
- Other related duties as required

QUALIFICATIONS

- Office Administration Certificate; equivalencies will be considered
- Computer skills including the ability to spreadsheet and word processing programs and email at a highly proficient level
- Effective verbal and listening communication skills
- Stress Management Skills
- Time Management Skills
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Understanding of Nedut'en Language, considered an asset

APPLY NOW!

Beatrice MacDonald, *Human Resources Manager*

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Successful candidates of short-listing will be contacted