



# JOB OPPORTUNITY

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## HUMAN RESOURCES

### Ochapowace Nation – Job Posting

**Position:** DATA ENTRY CLERK  
**Status:** Full-Time/Term (6 months)

#### **PURPOSE:**

Expand your horizon: Gain experience and explore the world of data Collection. We're seeking a detail-oriented individual to tackle this data entry project; The ideal candidate will be computer savvy with a keen eye for detail to data collection. You will report the Human Resource Manager.

#### **PRIMARY DUTIES:**

- Collect data from historic paper documents accurately and efficiently.
- Excellent attention to detail to gather data and be prepared to enter into HRIS software.
- Must have computer and typing skills.
- Ability to perform repetitive tasks with a high level of accuracy.
- Comfortable working independently with minimal supervision.

#### **REQUIREMENTS:**

- High school diploma or GED certificate
- Knowledge and Experience with Microsoft Office (Microsoft Excel, Microsoft Word)
- Must be reliable, responsible, and confidential for the data collected.
- Provide a criminal record and drug screen.
- Class 5 Drivers License and reliable transportation

**Selection Process:** Candidates will be selected for this position based on their skill, ability, experience, and qualifications as identified in the resume. Therefore, only those selected for interviews will be contacted.

**Application Deadline: March 12, 2024 @ 4:30 p.m.**

Please send your cover letter and resume, with three (3) references to:

**[HR@ochapowace.ca](mailto:HR@ochapowace.ca)**