



P.O.Box 60
Standoff, Alberta
T0L 1Y0

BLOOD TRIBE ADMINISTRATION JOB POSTING

POSITION TITLE: Data Entry Clerks (3 Positions)
DEPARTMENT: Blood Tribe Housing
STATUS: Term (6 Months)
POSTING OPEN DATE: September 23, 2020 **POSTING CLOSE DATE:** October 9, 2020

GENERAL DESCRIPTION:

The Data Entry Clerk assists in compiling and sorting information, processing housing customer accounts by sourcing documents and reviewing data for deficiencies, resolving discrepancies by using standard procedures in completing documents in full order. The Data entry clerk will work in collaboration with housing staff who are working with the data base program.

NECESSARY TRAINING AND EXPERIENCE:

- The ideal candidate must possess an Office Assistant Certificate with one years related data entry experience.

**If you are interested in this opportunity, please submit a cover letter, resume, and copies of your credentials to:
Blood Tribe Administration Human Resources**

P.O. Box 60

Standoff AB, T0L 1Y0

Attention: Marlene Blood

OR APPLY ONLINE @ www.bloodtribehr.com and/or mblood@bloodtribe.org

DEADLINE: October 9, 2020

(Due to the Covid-19 conditions please email applications to Marlene Blood or the Website)

Late and/or incomplete applications will not be accepted. Only those candidates selected for an interview will be contacted. For more information, please email questions to mblood@bloodtribe.org or call Marlene Blood @ (403) 737-8219.