



WE ARE HIRING!

File Clerk

Prince George, BC

We are seeking a dedicated and detail-oriented File Clerk to join our team at Nezul Be Hunuyeh Child & Family Services in Prince George. In this role, you will play an integral part in supporting the Administration Department by maintaining accurate and organized electronic and physical client filing systems. The successful candidate will demonstrate strong organizational skills, professionalism, and a commitment to upholding confidentiality and accuracy in all tasks. This position also involves providing administrative assistance as needed, collaborating with team members, and contributing to the smooth operation of our organization's services. If you are proactive, adaptable, and thrive in a team-oriented environment, we encourage you to apply.

Type: Permanent Full-Time (35hrs/wk)

Wage Grid: \$26.07 - \$30.96 hourly with Competitive Benefits and Pension

Duties & Responsibilities:

- ✚ Maintain and update electronic and physical client files as per NBHCFSS policies and procedures.
- ✚ Ensure all client and agency information is secure, adhering to policies.
- ✚ Prepare and process files for court, transfers, perusal, disclosure, and off-site storage.
- ✚ Update administrative functions in filing software
- ✚ Build and maintain respectful, professional relationships with individuals at all levels.
- ✚ Provide reception coverage as needed, ensuring professional handling of front desk tasks.
- ✚ Travel may be required to NBHCFSS locations for filing and reception duties
- ✚ Operate office equipment and use computers for email, spreadsheets, and word processing.
- ✚ Ensure seamless operational support by fulfilling all assigned duties as required.
- ✚ Maintain professionalism and efficiency across all aspects of the position.

Preferred Qualifications:

- ✚ Administrative Diploma or Certificate; Grade 12 plus relevant experience will be considered.
- ✚ Proficient in Microsoft Office and general computer applications.
- ✚ Experience managing electronic and physical filing systems.
- ✚ Strong written and interpersonal communication skills.
- ✚ Familiarity with digital filing systems.
- ✚ Strong analytical, assessment, and problem-solving abilities.
- ✚ Demonstrates tact, sound judgment, and attention to detail.
- ✚ Able to work independently and collaboratively, building effective relationships.
- ✚ Knowledge of Dakelh culture and communities served by Nezul Be Hunuyeh.
- ✚ Indigenous ancestry considered an asset

Applicant must agree to a Criminal Record Check and have a valid Class 5 Driver's License.

Application Deadline: 4:00pm, January 24, 2025

To apply, please submit your resume and cover letter
via email to [hiring@nbh.ca](mailto: hiring@nbh.ca) with the subject line: File Clerk – PG

We thank all applicants for applying in advance. Only those selected for an interview will be contacted.