



WE ARE HIRING!

File Clerk Prince George, BC

Nezul Be Hunuyeh is an Indigenous Child & Family Service Agency serving the communities of Nak'azdli Whut'en, Binche Whut'en, and Tl'azt'en Nation. Under the supervision of the Office Supervisor (PG), the File Clerk provides administrative and records management support in accordance with NBHCFSS policies, provincial requirements, and confidentiality standards. This position supports case management teams as well as providing general office and reception support as required. A full job description is available upon request.

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

Wage Grid: \$29.15 - \$32.85

Duties & Responsibilities:

- ✦ Maintain and update electronic and physical client files in accordance with NBHCFSS policies, procedures, and confidentiality requirements.
- ✦ Ensure client and agency information is securely maintained and handled in compliance with applicable policies and privacy standards.
- ✦ Prepare and process files for court proceedings, transfers, perusal, disclosure requests, and off-site storage.
- ✦ Complete administrative updates and maintain accurate information within the agency's filing systems.
- ✦ Support regular information sharing related to caseloads and case information with multidisciplinary teams.
- ✦ Conduct regular file audits to ensure compliance with provincial standards and NBHCFSS policies and procedures.
- ✦ Build and maintain respectful, professional working relationships with staff, clients, community members, and external partners.
- ✦ Provide reception coverage as required, ensuring front desk operations are handled professionally and efficiently.
- ✦ Travel may be required between NBHCFSS locations to support filing and reception duties.
- ✦ Provide administrative support and complete assigned duties to ensure effective and seamless agency operations.
- ✦ Maintain a high standard of professionalism, organization, and efficiency in all aspects of the position.

Preferred Qualifications:

- ✦ Certificate or diploma in Office Administration; Grade 12 with relevant experience may be considered.
- ✦ Minimum one year of administrative experience preferred.
- ✦ Intermediate proficiency with Microsoft Office applications (Word, Excel, Outlook).
- ✦ Strong organizational, time management, and communication skills with the ability to prioritize tasks and meet deadlines.
- ✦ Self-motivated, reliable, detail-oriented, and able to work independently and collaboratively.
- ✦ Professional, discreet, and committed to maintaining confidentiality of client and agency information.
- ✦ Demonstrated initiative, problem-solving skills, and ability to support agency operations.
- ✦ Commitment to reflecting the Agency's Vision, Mission, and Core Values.
- ✦ Knowledge & Understanding of Dakelh culture and communities served by Nezul Be Hunuyeh.
- ✦ Indigenous ancestry considered an asset.

Applicants must agree to & provide an acceptable Criminal Record Check & Vulnerable Sector Clearance
Applicants must possess a valid Class 5 Driver's License & provide an acceptable Driver's Abstract

TO APPLY SUBMIT RESUME AND COVER LETTER (PDF FORMAT ONLY) TO:

Via email to [hiring@nbh.ca](mailto: hiring@nbh.ca) with the subject line: **File Clerk PG**

CLOSING DATE: JULY 24, 2026 @ 4:00 PM

Only Applications with a cover letter and submitted as per the posting instructions will be reviewed
We thank all applicants for applying in advance; only those selected for an interview will be contacted