



**MIZIWE BIIK
ABORIGINAL EMPLOYMENT AND TRAINING**

EMPLOYMENT OPPORTUNITY

PART-TIME DATA ENTRY SPECIALIST
3 days per week

Miziwe Biik Aboriginal Employment and Training is a non-profit organization, established as G.T.A.M.B. in 1991, our main objective is to provide employment and training services to the Aboriginal community in the Greater Toronto area.

GENERAL FUNCTION: Under the supervision of the ERC Manager, the File Management/Data Entry Specialist will perform tasks associated with the Data Management for the Employment Ontario program.

DUTIES:

- Ensure information on client registration forms is complete
- Responsible for timely accurate case management including inputting interventions, action plans, updating, closing clients files in EOS CAMS (Employment Ontario Case Management System)
- Assist Employment Counsellors with clients follow-up via telephone and email who are actively job searching and participating in skills based training programs
- Provide miscellaneous program support to ERC staff as requested
- Clerical duties i.e. photocopying, faxing, filing, relief reception duties

QUALIFICATIONS:

Reliable, Dependable and Punctual in regards to attendance

- High School Diploma or GED and/or formal training in Computer Technology
- Reliable and Dependable regarding punctuality and attendance
- Accurate data entry skills: Intermediate technical skills in a PC environment
- Self-Starter with Initiative - researching information systems to find solutions
- Experience using electronic case management or database systems
- Detail Oriented with regards to case management including maintaining accurate client files as per funder guidelines
- Able to consistently contribute towards department goals and objectives
- Strong interpersonal and clear communication skills
- Must work well in a TEAM environment
- Ability to respect confidentiality
- Works gracefully under pressure



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Attributes:

- * Detail Oriented
- * Team Player
- * Organized
- * Flexible
- * Adaptable
- * Positive Attitude

First Nation, Métis and Inuit applicants are encouraged to apply and asked to please self-identify on their cover letter.

Please submit your cover letter and resume via email in MS Word format to: Human Resources: hrjobs@miziwebiik.com

**** Closing Date: May 31st @ noon ****

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

No phone calls please

If you are invited for an interview and require access accommodation, please let us know in advance so that we can make adequate arrangements.

No telephone calls please apply via email as indicated