



**MIZIWE BIIK
ABORIGINAL EMPLOYMENT AND TRAINING**

EMPLOYMENT OPPORTUNITY

**PART-TIME DATA ENTRY SPECIALIST
*3 days per week***

General Function:

Miziwe Biik Aboriginal Employment and Training is seeking A Data Entry Specialist in the Employment Resource Centre. First Nation, Métis and Inuit applicants are encouraged to apply and asked to please self-identify on their cover letter.

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 Counselors 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 ie. 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
- * Patient
- * Adaptable
- * Positive Attitude

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

**** Closing Date: September 21 @ 4:00 ****

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

No phone calls please – Apply as indicated

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