



HAISLA NATION COUNCIL

PO Box 1101, Kitamaat Village, BC, V0T 2B0 | (250) 639-9361
Toll Free: 1-888-842-4752 | Fax: 250-632-2840 or 250-632-4794

JOB POSTING

Haisla Nation Council has an immediate opening for the position of:

Document Control Clerk

Responsibilities:

- Managing documents related HNC activities, including funding proposals, contracts, and global staff and community documents;
- Ensures appropriate project documentation is in place, in coordination with project team members and managers;
- This position requires a good understanding of documentation processes and electronic document management systems, strong organizational and problem solving skills, professional attitude, and excellent work ethic.

Qualifications:

- Advanced MS Office skills;
- At least 1 year of experience working in a related role;
- Well-developed organizational and time management skills;
- Ability to create/write reports, business correspondence & presentations;
- Knowledge of government proposals and RFP processes preferred;
- Strives for quality and excellence;
- Experience working with First Nations communities.

Interested individuals should submit a cover letter and resume which must include names of three (3) references and the express permission for HNC to contact the references, to:

Stephanie McClure
Human Resources Manager
Haisla Nation Council
Email: humanresources@haisla.ca

No later than 4 pm on Monday, March 27, 2017.

We thank all applicants for their interest, however, only those short-listed will be contacted.