



FIRST NATIONS  
HEALTH CONSORTIUM



## First Nations Health Consortium Employment Opportunity 2 - Data Entry /Administrative Assistants Edmonton Location

The First Nations Health Consortium Ltd. of Alberta (FNHC) is hiring for the position of Data Entry Admin Assistant.

Working to uphold Jordan's Principle, FNHC provides a 'service coordination' role in Alberta for all First Nations children living on or off reserve and serves as the link between any First Nation child and the service or program need for the child.

Reporting to the SARF Manager, the Data Entry Admin Assistant will work in a collaborative team-focused manner providing daily administration support and be responsible for data entry, file coordination and general day-to-day administrative duties as assigned. This position is available on a term basis to March 31, 2024, but may be extended.

### Summary of Key Responsibilities

- File Development: Creating and maintaining electronic records, databases and files, ensuring information is secure and confidentiality and privacy are maintained.
- Provide administrative support including creating, formatting and editing correspondence, reports and documents, documenting in filing system
- Follow up with clients and vendors for quality assurance that product and/or services have been received
- Data Collection: Input statistical information into database systems, spreadsheets, and other systems
- Work collaboratively with various stakeholders
- Ship and track products with Purolator
- Reconcile company credit cards
- Contact vendors or clients to obtain documentation to complete files for payment
- Cross-train in other departments within our organization
- Other duties as required

### Minimum Qualifications

- Minimum of 2 years' experience working within the Banking Industry
- Experience working with First Nations Communities and Members with a demonstrated cultural knowledge and competencies.
- Bookkeeping or an Accounting certificate is considered an Asset
- Driver's License and Abstract required
- Criminal Record Check, Child Welfare Check and Vulnerable Sector Check required.
- Confirmation of COVID Vaccinations

**Closing Date: This posting will remain open until a suitable candidate is found.**

**Please submit a cover letter, resume, and references via email to [hr@abfnhc.com](mailto:hr@abfnhc.com)**

Applicants are thanked in advance for their interest, however only those selected for consideration/interview will be contacted.

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