



*Ulkatcho*

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0  
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## **Job Posting**

### **Office Clerks**

**2 positions**

Ulkatcho First Nation (UFN) seeks a motivated, reliable individual that is seeking to develop their administrative Support Experience.

- Filing
- Creating and working with spreadsheets
- Ability to work with Microsoft Office software
- Willingness to learn other software applications
- Document scanning, copying and retrieval.
- Preparing charts/files
- Data Entry
- Other clerical duties as needed

Filing experience, strong organizational, multitasking skills and proficiency in Word, and Excel are preferred.

The positions are currently in the SA and Housing departments; However the successful candidate must be willing to work in all departments when the need arises.

Position open until filled

Submit resumes to [landerson@ulkatcho.ca](mailto:landerson@ulkatcho.ca) or drop off at Band Office