

# **BUFFALO LAKE MÉTIS SETTLEMENT**

Box 16 CASLAN, AB. T0A 0R0 (780) 689-2170 FAX (780) 689-2024



## **CANADA SUMMER JOB TEMPORARY EMPLOYMENT PROGRAM JOB POSTING: File Clerk Assistant**

- Resume required
- 30 hrs/week
- Deadline for applications will be June 21, 2019
- Start date will be July 2/19
- End date will be Aug 23/19
- One qualification (must be returning to school)

### **RESPONSIBILITIES/DUTIES:**

- Sort, organize and maintain office records accurately
- Index documents with numbers or codes before filing
- Maintain the record of the documents filed and removed
- PLEASE SUBMIT A LETTER OF INTEREST; with Resume and include CONFIRMATION THAT YOU ARE returning to SCHOOL.
- Send applications care of Marie Howse, [mhowse@blmetis.ca](mailto:mhowse@blmetis.ca) or drop off at the Administration building no later than 4:00 p.m. June 21, 2019.