



**NUXALK
NATION**
Uts'i s-tlilh Nuxalkmcih

WE ARE

HIRING

JOIN OUR TEAM NOW!

We Are Looking For

DIGITIZATION TECHNICIAN (2 POSITIONS AVAILABLE)

Job Description

Two positions available for digitizing and processing documents for all departments while maintaining strict privacy and confidentiality using administrative knowledge.

Our Vision

We are seeking reliable candidates that strive to be supportive and punctual meeting deadlines using technology for digitization.

Requirements

- ✓ Excellent organizational, communication and interpersonal skills with careful attention to detail and committed to productivity.
- ✓ Physical capability to lift heavy storage bins and preparing filing systems as well as delivering paper waste to recycling.
- ✓ Ability to carry out tasks to completion using advanced knowledge of MS Word, Excel, Onedrive and Financial software technologies would be an asset.

SUBMIT YOUR RESUME TO THE NUXALK NATION BAND OFFICE AT THE FRONT DESK OR EMAIL TO:

The IT Department Service Desk Technician



Cheyenne Anderson:
servicedesk@nuxalknation.ca

CONTACT: (250)799-5613

POSITIONS AVAILABLE UNTIL FILLED