



# Lax Kw'alaams Band

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## JOB Posting

### Data Input Clerk (Term Full-Time)

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**Business Unit:** Education Department  
**Location:** Lax Kw'alaam, British Columbia  
**Reporting to:** Education Manager

The Lax Kw'alaams Education Department has an exciting and immediate opening for a Term Full- Time Data Input Clerk. As a key member of the team, this role is responsible for accurately entering, updating, and maintaining information in the organization's computer systems and databases. This role ensures data integrity, supports reporting, and assists administrative staff with clerical tasks as needed.

#### **Responsibilities:**

##### *General*

- Enter, update, and maintain accurate records in computer systems and databases
- Verify data for completeness and accuracy
- Update historical or archived data as required
- Prepare reports and summaries from entered data
- Assist with monthly, quarterly, or annual reports as required
- Respond to inquiries from staff and the public in a professional manner
- Assist with filing, photocopying, mail sorting, and general clerical tasks
- Operate office equipment such as computers, printers, fax machines, and calculators
- Maintain confidentiality of sensitive information
- Ensure data handling complies with organizational policies and applicable regulations

**Note:** Perform all other duties within the scope of the position and as requested.

#### **QUALIFICATIONS:**

##### **Education**

- High school diploma required
- Post-secondary education or office administration training is an asset

## **Lax Kw'alaams Band**

### **Experience**

- Previous data entry or clerical experience preferred
- Strong attention to detail and accuracy
- Good organizational, time management, and communication skills

### **Competency**

- Strong verbal and written communication skills
- Strong work ethic
- Ability and willingness to learn and adapt to a changing work environment
- Ability to work individually and as part of a team
- Excellent time management skills; ability to meet deadlines
- Proficiency with Microsoft Office (Word, Excel, Outlook) and database systems
- Excellent technological skills, including equipment like calculators, photocopiers, fax machines, and printers
- Knowledge of Adagio or willingness to learn (asset)

### **Condition of Employment**

- You will adhere to the Lax Kw'alaams Band Code of Conduct, Code of Confidentiality, Social Media Policy and any other Policies in the Human Resource Manual
- Follow all guidelines harmoniously and cooperatively, creating a team approach in their duties for the Band's future success
- Acceptable Criminal Record Check with Vulnerable Sector Search
- Valid Driver's License (Class 5)

### **Classification/Pay Scale**

- \$21.00
- As per the Canadian Union of Public Employees' Local 2365 Collective Agreement
- You can expect a supportive work environment, a total compensation package which includes a competitive wage, extended health and dental benefits and a pension plan

### **Submission Deadline:**

- Open until filled
- We invite all interested parties to reply in the strictest confidence to Human Resources:  
hr\_resume@laxband.com

\*\* Preference will be given to Lax Kw'alaams Band Members or qualified applicants of Indigenous ancestry. However, we invite all qualified individuals to apply.