

## CAREER OPPORTUNITY

**Position:** File Clerk

**Department:** Human Resources

**Hours:** Monday – Friday 8:30am – 4:30pm

**Posting:** CA22

### About Lethbridge Family Services

In operation since 1910, Lethbridge Family Services (LFS) is the tenth largest employer in Lethbridge, serving 8,100 clients annually through 380 employees. LFS stewards an annual budget of over \$21 million and has numerous contracts. LFS is a highly-accredited charitable organization that improves the wellbeing and quality of life for individuals and families in Southwestern Alberta. The organization is devoted to providing services to those in need, regardless of socioeconomic status, ethnicity, language, religion, gender identity, and family structures. We offer community-based support to facilitate human potential, choice, and independence. Through advocacy, public education, prevention, intervention, and community development, LFS responds to emerging family needs.

### About the position

Reporting to the HR Manager, this position is a Canada Summer Job program, and the successful candidate will provide support to the Human Resources and Finance departments. The duration of this position is 4 months from May to August (16 weeks).

### Responsibilities

- Receiving, acting on, and archiving reports, documents and other correspondence
- Scanning and uploading documents in the appropriate system and folders
- Organizing the filing room and assisting the HR team with finding documents to support their work
- Filing documents in the employee files
- Answering and directing emails, phone calls, and in-person communication
- Creating and updating records with new file and information, and entering data into the system
- Monitoring inventory of files, and stationary
- Following policies and confidentiality guidelines to safeguard data and information
- Other duties as assigned.

### Qualifications

- Must be between age 15-30 years old at the start of the employment
- Must be a Canadian citizen permanent resident or protected person under the Immigration and Refugee Protection Act
- Must have a valid Social Insurance Number and be legally entitled to work in Canada
- Strong attention to details and excellent communication and interpersonal skills
- Organizational and time management skills
- Minimum qualification is High School diploma or HR/Management related programs of post-secondary institutions
- Dependable with respect to confidentiality and policies

Lethbridge Family Services is a highly accredited, charitable human services organization that improves the wellbeing and quality of life for individuals and families in Southwestern Alberta.

**If this sounds like an opportunity that interests you then we invite you to submit, in confidence, a resume and cover letter referencing job posting CA22.**

[humanresources@lfsfamily.ca](mailto:humanresources@lfsfamily.ca)

**Start date:** As soon as a suitable candidate is found.

**We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.**

***Lethbridge Family Services is an equal opportunity employer.***

