8-week Canada Summer Job Position

**File Clerk and Administration Support Worker**

*(37.5 hours per week, $11.55 per hour)*

Tasks & Responsibilities: The File Clerk and Administration Support Worker is responsible for the overall conservation of existing files both active and archived as well as providing administration-related support.

*He/She will be responsible for:*

* Handling, identifying, and cataloguing records.
* Conserving and rehousing documents/files.
* Exercising ethical practices in handling, processing storing and destroying documents/files.
* Providing administration support to the organization, answering phones, covering front desk for breaks, filing, typing, and data entry as required.
* Creating forms and documents and, photocopying, scanning and research as required.

Submit your resume and cover letter to [bernice.vance@cansa.ca](mailto:bernice.vance@cansa.ca) or drop off at Nova Scotia Works CANSA at 63 Victoria Street East, Amherst NS.

**Closing date is May 31st, 2019 by 4:30pm**

*Candidates must be graduating from grade 12 and is enrolled full-time in a university or college program.*