



ACADIA FIRST NATION

JOB OPPORTUNITY

Housing Inventory Clerk

Scope: Acadia First Nation is looking to hire a Housing Inventory Clerk. This is a 25 week term position.

The Housing Inventory Clerk will work in collaboration with the Housing Department to develop an inventory data collection sheet, visit each on-reserve home to collect data and input the data into a spread sheet.

Duties:

- Identify necessary data to be collected
- Design data intake forms
- Visit each on-reserve home to collect required data
- Develop spreadsheet for recording the data
- Input the data
- Travel

Qualifications:

Must have grade 12

Must have good oral and written communication skills

Must be good with a computer

Must be willing to travel and have own vehicle

Must be willing to take training as needed

Good organizational skills

Salary: TBD

Deadline to apply is **September 8, 2017**.

Apply with Resume and Cover Letter: Please State Housing Inventory Clerk Opportunity.

Email to: wandawestahaver@acadiaband.ca

Fax: 902-685-2237

Drop off: Local Band Office