



<https://onionlakehealth.org/careers/administrative-clerk/>

Administrative Clerk

Description

The Administrative Clerk is responsible for the efficient and effective coordination of daily procedures; enforcement of medical transportation policies of OLHBI and the terms of conditions of the Medical Transportation Directive of the First Nations and Inuit Health Branch, Health Canada.

Responsibilities

- Ensure all documentation is kept current.
- Assist in preparing taxi and private mileage documents.
- Courteously receive and screen all in-bound calls, emails, and visitors.
- Review and prepare all documents, reports and other correspondence materials for management, drivers and support staff team.
- Performs other duties as assigned from time to time by immediate supervisor.

Qualifications

- Minimum Grade 12 or Equivalent; Certificate/diploma in office administration preferred.
- 1-2 years experience of data entry or in an administrative role.
- Strong understanding of First Nations Culture, History, and Traditions.
- Excellent communication skills, both verbal and written.
- Ability to speak the Cree language is a strong asset.
- Strong computer skills; knowledge of Excel, Word, Outlook and Xyntax.
- Reliable transportation and valid class 5 driver's license.
- High level of confidentiality and professionalism.

Contacts

DEADLINE DATE: September 8, 2026

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. List of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to:

Office: Human Resources (306) 344-2330 ext. 2238

Fax: (306) 344-2357

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Mail: PO Box 70 Onion Lake, SK S0M2E0

Hiring organization

OLHBI

Employment Type

Full-time

Date posted

26/08/2026