

Coast Salish Employment and Training Society (CSETS)



**Is accepting applications for
CSETS A.R.M.S Data Entry Clerk**

Summary:

Under the supervision of the ARMS Data Officer, the CSETS ARMS Data Entry Clerk will enter information into the Accountability and Resource Management System data base. He/she will ensure reporting requirements are followed as per guidelines from funding agency and verify all sub-contract agreement holders applications adhere to CSETS Employment and Training mandates.

Role and Responsibilities:

- To enter information into data base and ensure file uploads are done as required
- To assist in preparing reports monthly, quarterly, annually as required to Board of Directors, Ko'p Thut, H.E.T., and WILNEW Committees
- To assist with monitoring projects to ensure program objectives are being met
- To work closely and respectfully with First Nations Communities, and Friendship Centres to ensure all the Employment and Training Program data related information is received and completed to meet CSETS agreement time frames and deadlines

Job Qualifications

- Must have an exceptional attention to detail and the ability to focus on tasks assigned
- Adherence to following the guidelines regarding strict confidentiality for working with sensitive client information, as set forth by Service Canada
- Excellent written and verbal communication skills
- Must pass an Enhanced Reliability Criminal Record Check
- Strong comfort level with computer use and principles of data base systems
- Minimum of 1-2 years work experience in data entry and collection
- Experience related to employment & training services is considered an asset
- Familiar with Information Technology within an office environment
- Must work well under pressure, must be able to complete tasks within requested deadlines
- Must work well independently
- Familiarity with the CSETS regional area; labour market, past/present issues and challenges related to service delivery will be considered an asset
- Ability to multi-task and work comfortably with changing priorities
- Service experience with one or more of the following client groups (youth, women, Indigenous, persons with disabilities)

**Please submit your résumé with cover letter, and 3 references
to assistant@csets.com, or by fax to (250) 746-0189 by 4 p.m. on January 15, 2024**

Attn: Bruce Underwood, Executive Director, 201-5462 Trans Canada Highway
Duncan, BC V9L 6W4

Please note: Thank you to all who apply however only those selected for interview will be contacted.