

MAINTENANCE DATA ENTRY CLERK —SUMMER STUDENT

Are you Métis and a student? We are hiring a Data Entry summer student for our Maintenance Department in Edmonton. Are you are looking for a challenging yet rewarding summer position where you are able to use your data entry skills? The Maintenance Data Entry Clerk—Summer Student works with the Director of Facility Operations and maintenance team to ensure annual inspections are recorded in the database.

Métis Urban Housing Corporation (MUHC) is dedicated to provide affordable, adequate and sustainable housing to low and moderate income Aboriginal families within Alberta. To achieve the mission, we are committed to work with a broad base of stakeholders to ensure the success of our organization. The Métis Nation of Alberta, on behalf of the Métis people of Alberta, is the shareholder of MUHC.

DESCRIPTION OF DUTIES

The Maintenance Data Entry Clerk – Summer Student is responsible for entering the annual inspection reports to the database.

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Enters data by inputting alphabetic and numeric information on keyboard.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered data by reviewing, correcting, deleting, or reentering data.
- Other duties may be assigned by the Director of Facility Operations.

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: hr@metiscapital.ca or by Fax: 780-452-1076. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.