Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: Thompson Central Office (TCO)
LOCATION: 701 Thompson Drive, Thompson, MB

Position: **Payroll File Clerk**
One (1) Full-Time Term position (6-month term)

Summary of Position:
The Payroll File Clerk works in the Human Resources department. Responsibilities include filing financial documents, organizing and maintaining employee records, opening new files and labelling correctly, and maintaining all files up to date. The Payroll File Clerk is detail oriented, can work independently, and works well in a fast-paced environment.

Qualifications*:*

- High School Education or equivalent.
- Some familiarity with Microsoft office (Excel, Word and Office Suite).
- 1 year experience working in an office setting an asset.
- Class 5 Driver License is considered an asset.
- Demonstrated knowledge of Northern Communities.
- Ability to speak and write Cree/Dene an asset.

Working Conditions:

- Large, fast-paced, child welfare agency.
- Professional office environment.
- Access to sensitive information for which confidentiality is required.
- Background checks must meet Agency minimal acceptable standards.

Salary: Salary will commensurate with education and experience.

Closing Date: Open until filled (OUF)

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. **Applicants are encouraged to self-identify.** Individuals interested in this challenging opportunity please reference **Competition Number 2026-085 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2026-085
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: 204-778-8428
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.