

## JOB POSTING

### OnTrack Specialist

**Reports to:** Director of Employment and Contracting

**Job Duration:** Full-time

**Summary:** We are looking for an OnTrack Specialist to oversee OnTrack, the Tahltan HR Database and Tahltan Business Database, and assist with all aspects of the Employment and Contracting Department. The ideal candidate will have proficient computer skills, and technical knowledge of Office 365. You will report to the Director of Employment and Contracting.

#### **Responsibilities:**

- Assist Tahltan Central Government (TCG) members in understanding OnTrack, employment and businesses databases, input information into the database, and utilize essential skill testing where required to prepare for employment opportunities in Tahltan Territory.
- Assist with the collection of applications for Tahltan bursaries, and be part of the adjudication team.
- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners.
- Provide verification for Tahltan membership and associates via database confirmation.
- Retrieve data from OnTrack or electronic files as requested.
- Sort and organize paperwork after entering data to ensure source document integrity.
- Upload data provided directly from members.
- Verify data by comparing it to source documents.
- Update existing data.
- Travel as required to gather data for OnTrack. It is an asset for you to have your own transportation and utilize as required with compensation.

- Assist in managing the OnTrack Facebook Group.
- Assist in reaching out to individual Tahltan's and assist with their profiles and resume uploading.
- Provide assistance at TCG or Tahltan gatherings to support OnTrack initiatives.
- Gather employment and contracting data from companies and compile it into a report.

### **Qualifications and Requirements:**

- Proven experience in an administrative role requiring confidentiality and accuracy.
- Must be willing to create a username and be able to assist members with signing up for OnTrack.
- Valid Class 5 driver's license, own transportation, and experience driving in winter conditions.
- Typing proficiency.
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel, etc.).
- Working knowledge of office equipment, computer hardware, and peripheral devices.
- Basic understanding of databases.
- Good command of the English language; both oral and written, and customer service skills.
- High school diploma or equivalent.
- Ability to work in a team atmosphere and capability to work remotely.
- Capable of public speaking in person, via video conferencing/webinars, and comfortable with various social media platforms and willingness to appear and participate in promotional videos and updates.

**Work location:** It is preferred that the position be based in Tahltan Territory; however, applicants in the Lower Mainland are encouraged to apply.

**How to apply:** Please email your resume and cover letter stating, 'why you're the perfect candidate,' in PDF file format to [hr@tahltn.org](mailto:hr@tahltn.org), with the subject as **"OnTrack Specialist Application, Director of Employment and Contracting"**

**Deadline for Application: August 15, 2021**

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).