



Position Title: Data Entry Clerk

Department: Bayside Travel Centre, Paqtnkek Mi'kmaw Nation

Employment Type: Part-Time

Work Location: Bayside Travel Centre

Application Deadline: Open Until Filled

Position Overview

Bayside Travel Centre is seeking a detail-oriented and reliable Part-Time Data Entry Clerk to support financial and administrative operations, with a primary focus on processing cheque requisitions. This role is essential in ensuring accurate, timely, and accountable financial documentation.

Key Responsibilities

- Accurately enter and maintain data related to cheque requisitions
 - Review requisition forms for completeness, accuracy, and proper authorization
 - Track and log cheque requests in internal systems or spreadsheets
 - Communicate with staff to follow up on missing or incorrect information
 - Maintain organized digital and physical filing systems
 - Assist with basic administrative and clerical duties as required
 - Ensure confidentiality of financial and personnel information
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Qualifications

- High school diploma or equivalent (post-secondary training in administration or accounting is an asset)
 - Strong attention to detail and accuracy
 - Proficiency in Microsoft Excel and general computer applications
 - Ability to manage time effectively and meet deadlines
 - Strong organizational and communication skills
 - Previous experience in data entry, bookkeeping, or office administration is considered an asset
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Working Conditions

- Part-time hours (to be determined based on operational needs)
 - Office-based position at Bayside Travel Centre
 - Fast-paced environment requiring focus and accuracy
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What We Offer

- Competitive hourly wage (based on experience)
 - Supportive and team-oriented work environment
 - Opportunity to contribute to the efficient operations of a community-focused business
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To Apply:

Interested candidates are invited to submit a resume outlining their qualifications and experience. A cover letter is optional but encouraged.

To: David Kearns, Human Resources Director - Paqtnekek Mi'kmaw Nation

Email: jobs@paqtnekek.ca

Subject Line: "Data Entry Clerk"

Or: Deliver in person to the front desk at Paqtnekek Band Office during business hours.

Preference: Paqtnekek Mi'kmaw Nation is an equal opportunity employer and reserves the right to hire a qualified candidate of Indigenous descent if all other qualifications remain equal.

We appreciate all expressed interest in this position; however, only candidates selected for an interview will be contacted. No phone calls, please.

Paqtnekek Mi'kmaw Nation | jobs@paqtnekek.ca | Paqtnekek, Nova Scotia