

JOB POSTER – Data Administration Support Position

Reference Number: 2017-005-01
Closing Date: Wednesday, 24th May 2017 at 5:00 pm
Employment Period: 1 June to 31 August 2017

The Canadian Federal Pilots Association is a trade union that represents professional pilots employed by the Government of Canada and NAV CANADA.

Data Administration Position

The Canadian Federal Pilots Association (CFPA) is looking for a talented and skilled individual to join our team for a short-term project. We are hiring a person to review and index a substantial collection of paper files, and to capture and transpose certain key data from the files into an electronic database.

Job Summary

The position will be responsible for:

- Reviewing, organizing and indexing a substantial repository of paper files following an established system,
- capturing key data from files following a prescribed format,
- entering data into an electronic database, using common office software and computer systems,
- ensuring accuracy of data entry and maintaining the integrity of information following established guidelines,
- printing labels, documents, or database reports as necessary,
- resolving discrepancies by using standard techniques, and/or consultation with supervisor,
- maintaining the confidentiality of personal or proprietary information.

Competencies

The successful candidate will:

- have excellent communication abilities using the English language - French language skills are considered an asset,
- demonstrate excellent interpersonal skills,
- have strong organizational skills and attention to detail,
- use their initiative and analytical skills to solve problems,
- have significant computer literacy and be proficient in the use of Microsoft Office Software including Microsoft Excel, and Apple computers,
- exhibit a basic understanding of database concepts,
- be self-motivated will demonstrate the ability to work independently for a long period of time,
- successfully pass a reliability check, and
- sign and comply with a confidentiality agreement.

Details

Who Can Apply Canadian citizens who are located in Canada's National Capital Region (NCR).
Salary \$20.00 per hour, 37.5 hours/week, maximum of 375 hours.
Location CFPA Head Office, 18 Deakin St, Ottawa, Ontario
Term position 1 June to 31 August 2017.
Reporting to CFPA Director of Operations.

How to Apply

Send your resume and cover letter to cfpa@cfpa-apfc.ca before the closing date and time. Candidates who are selected for further consideration will be contacted.