Muskoday First Nation
Job Description/
Career Posting

Housing Data Entry Clerk – Asset Management Program
One Full-Time Position

Reports To:
MFN Housing & O&M Manager

Job Summary
MFN is currently accepting resumes for this Full-Time position. This position will work with a computerized housing database and working alongside of the Housing Manager, Lands Manager and the Housing Committee. Data will consist of each MFN Buildings and updating housing projects, maintenance, renovations, etc.

Work Conditions:
- Working in a busy office environment with frequent interruptions.
- Sitting the majority of the term
- Lots of keyboard entries, screen time as well.

Job Duties
- Ensure all work and activities per unit are entered into the data system.
- Working from ground up, so a lot of data needs to be entered.
- Working 90% of the time with computer, screen, and sitting.
- Provide support to the O&M Manager, Lands Manager, Carpenter Foreman, Journeyman Plumbers, Housing Committee, Executive Director and Chief and Council.
- Understanding and experienced working with computer software: word processing, spreadsheets, and internet communications, office equipment;
- Other duties as assigned.

Qualifications:
- Knowledge of general construction related to residential housing;
- Knowledge of the community would be an asset;
- Must be able to work with minimal supervision;
- Excellent verbal and written communication skills;
- Well-developed planning and organizing abilities;
- Maintain confidentiality;
- Valid Class 5 Drivers would be an asset;

- Must provide a current, original, Canadian Criminal Record Check (CPIC), with vulnerable sector search, (if applicable) as a condition of employment.

APPLICATION PROCESS

Application deadline is November 25th, 2026

Note: Reposted due to a clerical error that sated in the job Summary as a "part-time position". Should have stated a "full-time position". Sorry for the inconvenience.

Submit your RESUME, COVER LETTER AND THREE (3) WORK RELATED REFERENCES TO:

Ernie Dreaver, Human Resources Officer
Mail: PO Box 99 Muskoday, Sask. S0J 3H0
Fax: (306) 764-7272
Email: resume@muskodayfn.ca