
SCW'EXMX TRIBAL COUNCIL

#202-2090 COUTLEE AVENUE
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JOB POSTING

Transcriber

Please drop resume and cover letter off at the Scw'exmx Tribal Council or email to address provided.

Funding: Indigenous and Skills Training Program (ISETP) 27 weeks

Location: Scw'exmx Tribal Council

Start date: Depending on funding

Skills:

Scw'exmx Tribal Council is looking to hire (7) transcribers to be responsible for transcribing audio media on a daily basis. Maintain a resource and repository backup system checklist keeping relevant records in order. To maintain a standardized filing system. To be able to work in fast paced environment.

Qualifications:

- Strong knowledge of software system, Microsoft Office Products, including Excel, Word and Express Transcribe
- Strong written and verbal skills to communicate with all levels of the organization
- Be willing to take training as required

Requirements:

- Nlak'apamux /Sylx language preferred (optional)
- Great listening skills
- Highly organized
- Strong work ethic and positive team attitude
- Excellent teamwork and team building skills

Please drop off resume to Scw'exmx Tribal Council front desk.