

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Data Entry Clerk
Term: Permanent Full-Time
Department: Lands and Estates
Division: Administration
Salary: Competitive salary range
Hours: 35 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m.

Posting Date: April 13, 2026

Closing Date: April 27, 2026, at 4:30p.m.

JOB SUMMARY:

This position serves as the primary point of contact for community members accessing Lands and Estates services, providing essential information regarding land ownership and estate-related inquiries.

This position is vital to ensuring the smooth operation of the office by providing comprehensive administrative support.

This position will support the Lands and Estates Department by working as a part of the Research/Data Entry team. Primary responsibilities include accurately researching land ownership data for Surveyors, ensuring accuracy and accessibility to required documents and data.

EDUCATION:

1. Completion of a Grade 12 diploma or equivalent is required.
2. A post-secondary diploma or certificate in Business Administration, Office Administration, or a related field is an asset.

EXPERIENCE:

1. Proven experience in office administration, including managing correspondence, scheduling, and general clerical duties.
2. Demonstrated experience with accurate data entry, record keeping, and filing systems.
3. Proficiency in Microsoft Office applications, including Word, Excel, and Outlook.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter addressing the qualifications listed above **must** be included with your application.
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a Criminal Record Check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Submit all mandatory documentation to hr.recruitment@oneida.on.ca.

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interviews will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email hr.recruitment@oneida.on.ca.