

## **THE GOVERNMENT**

Métis Nation—Saskatchewan (MN-S) represents the political, socio-economic, cultural and educational interests of the province's some 80,000 Métis citizens through a representative system based on 12 regions and approximately 130 Locals under a Constitution enacted in 1993.

The governance structure includes an Executive of four and a Cabinet—the Provincial Métis Council—which is composed of the four-member executive, as well as elected officials from the 12 regions and appointees for women and youth.

MN-S was incorporated in 2000 and since then has worked towards implementing Métis self-government through litigation and strategic partnerships with government. Métis Nation – Saskatchewan represents Métis citizens living in Saskatchewan. As such, the MN-S strives for the political, legal and constitutional recognition and guarantee of the rights of its People, including the right to a land and resource base, self-government and self-government institutions.

The MN-S exists in part to represent and work for Métis people in their quest for equitable, socioeconomic development within the province of Saskatchewan. This includes but is not limited to:

- Advocating on behalf of Métis citizens
- Entering into agreements with industry and the federal and provincial governments
- Accessing resources to carry out projects and activities
- Acting as the administrative body for its citizenry
- Promoting health & well-being, housing, education, and governance initiatives.

The role of Métis citizens in governance is to establish, amend and enforce the Métis Nation of Saskatchewan Constitution, to organize Métis citizens in their respective communities, and to participate in nation-building in a good way.

**POSITION TITLE:** Receptionist/Administrative Assistant

**DEPARTMENT:** Administration

**LOCATION:** Saskatoon

**ACCOUNTABLE TO:** Senior Director of Administration

### **Brief Overview:**

Under the direction of the Senior Director of Administration, the Receptionist/Administrative Assistant is responsible for receiving visitors to the Métis Nation office by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; and maintains security and telecommunications system; performs a variety of administrative and clerical tasks including providing support to our Directors and Managers, assisting in daily office needs and general administrative activities. This position must assist all visitors with professionalism and a positive demeanor.

### **Key Attributes:**

- Positive and professional demeanor
- Embraces challenges and areas of rapid growth

- Resiliency in dealing with changing schedules, timelines and financial priorities
- Adaptive to environmental or governmental priority shifts

### **Key Responsibilities:**

#### **Receptionist Duties**

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Provide general support to visitors
- Contributes to team effort by performing administrative duties as needed.

#### **Administrative Assistant Duties**

- Organize and schedule appointments for executive staff (CEO, COO)
- Book meeting rooms
- Distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a central filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements

### **Qualifications:**

- A completed Administrative Assistant Diploma or Legal Administrative Assistant Diploma program
- Minimum of two (2) years experience in a business office or law firm

### **Skills:**

- Knowledge of Métis Nation history, language and culture is preferred
- Experience in creating and reading simple service contracts
- Knowledge of Michif language would be an asset
- Attention to detail, strong work ethic and ability to periodically work outside normal business hours for short periods of time
- Strong interpersonal, organizational and analytical skills.
- Ability to maintain strict confidentiality
- Experience working in a not for profit environment
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Proficiency in writing/editing/filing documents, email and reports
- Ability to relate effectively with all levels of staff, government officials, and the general public

**Required:**

- Must undergo a Criminal Record and Vulnerable Sector Check
- Valid Saskatchewan driver's license and reliable transportation
- Must have completed or willing to complete CPR certification

Remuneration for this position is to be negotiated.

Please apply by sending your cover letter, resume and salary expectations to Métis Nation – Saskatchewan. Email the documents to [hr@mns.work](mailto:hr@mns.work). With respect, only those applicants that will be interviewed will be contacted.