

### **Western Region 1 Regional Administrative Clerk**

The Métis Nation – Saskatchewan is seeking a strong team player committed to quality service to carry out objectives of the Registry and to provide a range of service as a **Regional Administrative Clerk**. This position will work to support the Metis Nation- Saskatchewan Provincial Citizenship Registry and the MN-S Regional Representative in the Meadow Lake Regional office. Hours are flexible, working 24- 30 hours a week.

Please submit your resume with references and cover letter by August 15, 2019 at 5pm to:

Attention: Director of Registry

info@mnsregistry.ca

#### **Qualifications**

- Post secondary education or minimum 1 year experience in business administration
- Experience working in an accounting or finance department.
- A commitment to delivering a quality public service.
- Ability to act with tact and discretion and maintain confidentiality of clientele.
- Ability to work methodically, accurately and neatly.
- The ability to work as part of a team.
- Ability to work independently, perform well under pressure, with shifting deadlines.
- Sort, catalogue, scan, and file electronic and original documentation.
- Working knowledge of standard software and/or basic equipment (e.g. MSOffice Suite, Outlook, Computers, Scanners).
- General knowledge of databases, electronic searches, and retrieval techniques.
- Commissioner of Oaths or able to obtain Commissioner of Oaths.
- Able to provide a Criminal Record Check with the Vulnerable Sector once hired.
- Training and/or experience interacting with the public in a retail and/or service environment.
- Advanced Microsoft Office skills, with an ability to become familiar with specialized programs and software.
- Proficiency in collaboration and delegation of duties.
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities.
- Exceptional interpersonal skills.
- Friendly and professional demeanor.
- Driver's License and reliable transportation required.

#### **Responsibilities**

- Act as first point of contact for prospective Métis Nation citizens, the public, stake holders and government officials.
- Interview citizenship applicants and prospective applicants and provide information on the citizenship application process.
- Provide detailed information regarding eligibility, the application process, and the requirements for citizenship.
- Provide prospective applicants with detailed information on the application process and the supporting documentation required – in person and on phone.
- Ensure that the prospective applicant has a clear understanding of the criteria required to apply, based on the definition of Métis.
- Ability to maintain confidentiality and work with appropriate judgement, discretion and adherence to policy.

- Ensure the quality and accuracy of work at all stages.
- Ensure that all activities are conducted in accordance with established policy and procedure.
- Complete the application intake process, including data entry.
- Make scans/ digital copies of documentation submitted where required.
- Provide prospective applicants who require it, with assistance in completing the application form.
- Provide the applicant with a receipt for all documentation submitted.
- Take photo of applicants, label, and upload to system.
- Assist with basic genealogical research & determine missing documentation.
- Work with the Northwest Regional Intake Officer and Provincial Liaison to ensure the Registry objectives are being met.
- And any other duties and responsibilities as directed by the Registrar.
- Support the MN-S Regional Representative in the day to day duties of the Regional Office.
- Coordinate executive communications, including taking calls, responding to emails and interfacing with clients.
- Prepare internal and external corporate documents for stakeholders and partners.
- Schedule meetings and appointments and manage travel itineraries.
- Arrange regional events that are to take place outside of the workplace, such as community consultations or meetings.
- Maintain an organized filing system of paper and electronic documents.
- Uphold a strict level of confidentiality.
- Develop and sustain a level of professionalism in the office and when dealing with clientele in person, in writing or on the phone.
- Other duties as assigned.