



Provincial Citizenship Registry  
209-2121 Airport Drive Saskatoon, SK S7L6W5  
<https://www.metisnationsk.com>

### **Administrative Assistant - Saskatoon**

The Metis 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 Administrative Assistant. This full-time position reports to the Director of Registry and is based at the Metis Nation – Saskatchewan office in Saskatoon, SK. Please submit resume, references and cover letter to [info@mnsregistry.ca](mailto:info@mnsregistry.ca) by August 30, 2019.

#### **Qualifications**

- Completed Administrative Assistant Diploma or Legal Administrative Assistant Diploma or related field
- Minimum 2 years experience working in an office setting
- Minimum 1 year experience or education in public relations and communications
- 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
- 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
- Commissionaire of Oaths or able to obtain Commissionaire of Oaths

#### **Skills**

- Highly organized person who can perform a wide variety of tasks
- 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
- 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

#### Responsibilities

- Act as first point of contact for perspective stakeholders and partners
- Administrative support to the senior Registry staff
- Preparing letters, forms, meeting minutes, and informational packages
- Preparing communications material for website and social media
- Working with vendors to order supplies and promotional items
- Assist with scheduling mobile intake sessions
- Tracking statistical information
- Arrange meetings and training sessions
- Assist with report writing and grant applications
- Assist with processing of applications and data entry
- Additional duties as assigned to support the daily activities of the Registry