



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

Prince Albert Regional Information 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 services as an **Information Clerk**. This **part-time term position** reports to the Director of Registry and is based at the Métis Nation – Saskatchewan office in Prince Albert, SK. Please submit resume, references and cover letter to info@mnsregistry.ca by August 31, 2019.

Qualifications

- Completed Administrative Assistant Diploma or Legal Administrative Assistant Diploma
- Minimum 2 years experience working in an office setting working with clients
- 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
- Provide a clean Criminal Record and Vulnerable Sector Check
- Valid Saskatchewan driver's license and reliable transportation
- Must have completed or willing to complete CPR certification
- Excellent oral and written communication skills
- Ability to act with tact and discretion and maintain confidentiality of clientele
- Commissionaire of Oaths or able to obtain Commissionaire of Oaths

Responsibilities

- Act as first point of contact for prospective Métis Nation citizenship applicants
- Provide information on the citizenship application process and the nearest Registry office
- Ability to maintain confidentiality and work with appropriate judgement, discretion and adherence to policy
- Ensure that all activities are conducted in accordance with established Registry policy and procedure
- Any other duties and responsibilities as directed by the Registrar
- Able to operate basic software and equipment (eg MS Office Suite, Outlook, Computers, Scanners)
- 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