



**Provincial Citizenship Registry**

209-2121 Airport Drive

Saskatoon, SK S7L6W5

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 the **Administrative Assistant**. This **full-time** position is based at the Métis Nation–Saskatchewan Registry office in Saskatoon, SK.

**Please submit resume, references, and cover letter to [hr@mnsregistry.ca](mailto:hr@mnsregistry.ca)**

**Qualifications**

- Post-secondary diploma in business administration and/or 2 years working in an office setting or non-profit organization
- Knowledge of Métis culture
- Knowledge of general office policies and procedures
- Strong communication skills including speaking, writing, and active listening skills
- Strong computer skills (including Microsoft Word, Excel, database software, electronic communication tools such as Microsoft Outlook)
- Proficiency with basic office equipment (i.e. fax, photocopier, digital camera, shredder, and scanner)
- Strong time-management skills along with the ability to prioritize daily tasks, strong organizational skills and effective decision-making abilities
- Willingness to work within a team environment
- Professional telephone etiquette
- Strong typing skills, a minimum of 50 wpm
- Skills in general administrative functions, including accurate typing, filing, ordering office supplies, maintaining office supplies and equipment
- Exceptional written and oral communications skills
- Excellent work attendance
- Sound problem solving and decision-making skills as well as attention to detail
- Interpersonal skills and an ability to demonstrate tact and diplomacy in difficult situations
- Ability to store and track information accurately to facilitate efficient search and retrieval
- 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



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- Valid Saskatchewan driver's license, reliable transportation, insurance
- Must have completed or willing to complete Commissionaire of Oath

**Responsibilities**

- **Relay information, take high volumes of calls, take messages, answer or redirect questions and answer large volumes of emails everyday**
- **Receive, respond to, and process all incoming emails**
- **Receive and process incoming mail and faxed items; maintain mail logs**
- **Ability to work remotely from home**
- Act as first point of contact for prospective Métis Nation citizenship applicants
- Operate a range of office machines such as photocopier, computer, and facsimile
- Receive and interact courteously with contacts (government, agency professionals, sales representatives, media, public, and staff)
- Prepare outgoing correspondence for mailing or courier; deliver mail to post box and/or post office
- Ability to answer a wide range of questions and provide support in a courteous manner; provide detailed information regarding eligibility, the application process, and requirements for citizenship, MN-S programs, MN-S affiliates, Métis history, etc.
- Maintain call logs of calls received
- Maintain the security and confidentiality of information and documents according to established policies and procedures
- Data entry
- Perform various file updates/processes
- Create/edit/proofread documents
- Complete other responsibilities as determined by the Director of the Registry

Interested applicants can submit a résumé on or before 5 pm, Thursday, September 17, 2020 to [hr@mnsregistry.ca](mailto:hr@mnsregistry.ca).