



Job Description: Administrative Assistant

POSITION TITLE: Administrative Assistant

DEPARTMENT: Registry

CLASSIFICATION: MGO-02

SALARY RANGE: \$40,000.000 to \$47,804.000 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Saskatoon

ACCOUNTABLE TO: Director of Registry

Brief Overview:

Métis Nation–Saskatchewan (MN–S) 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 Administrative Assistant in card production and application status verification. This full-time position reports to the Registry and is based at the Métis Nation–Saskatchewan office in Saskatoon, SK.

Key Responsibilities:

- Primary point of contact between for all inquires to the MN–S Registry through the main phone line, fax, and email.
- Process, and prioritize inquiries (phone, mail, email) responses.
- Greet clients and MN–S staff in a professional manner.
- Provide guidance on MN–S Registry processes and online resources for new inquires.
- Preparing letters, forms, meeting minutes, and informational packages for mail out.
- Tracking statistical information on inquires and daily duties of the role.
- Creating/opening new applicants digital files, arranging the application forms, and supporting documentation in accordance with the guidelines.
- Label, edit, crop, and upload digital images and records to the online system and into the database
- Review the applications, generate, and issue letters when required
- Assist with registration processing and intake as required.

Métis Nation–Saskatchewan (MN–S)

310-20th Street East
Saskatoon, SK S7K 0A7
306.343.8391
metisnationsk.com



- Administrative support and additional duties as assigned by the senior Registry staff and Registrar

Qualifications

- Post-Secondary education and a minimum 2-years experience working in an office setting
- Positive and professional demeanor that embraces challenges and areas of rapid growth
- Resiliency in dealing with changing schedules, timelines, and new areas of priority

Knowledge and skills:

- Excellent oral and written communication skills
- Ability to act with tact and discretion and maintain confidentiality of clientele
- Ability to work methodically, accurately and neatly
- Possess strong organizational and interpersonal skills
- 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
- Experience using MSOffice Suite, Outlook, Computers, Scanners, and basic office equipment
- General knowledge of databases, electronic search engines and retrieval techniques
- Commissionaire of Oaths or able to obtain Commissionaire of Oaths
- Knowledge of Métis Nation history, knowledge of Michif language would be an asset
- Attention to detail, strong work ethic, strong interpersonal, organizational, analytical, research and problem-solving skills
- Experience working in a not-for-profit environment, knowledge of office management procedures
- Proficiency in writing/editing/filing documents, email, and reports
- Ability to relate effectively with all levels of staff, government officials, and the general public
- Trustworthy and reliable

Additional requirements:

- Valid Saskatchewan driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Please submit resume, references, and cover letter to hr@mnsregistry.ca by **11:59pm on September 15, 2022.**



- Due to COVID19 Restrictions all applicants must be able to work remotely in a secure location maintaining client confidentiality. Only candidates selected for an interview will be contacted.
- Must be fully vaccinated against COVID-19

As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN–S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis or another Indigenous group.

