



Job Description: Registration Agent

POSITION TITLE: Registration Agent

DEPARTMENT: Registry

CLASSIFICATION: MGO-03

SALARY RANGE: \$45,000.00 to \$53,779.00 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Prince Albert

ACCOUNTABLE TO: Registrar

Brief Overview:

The 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 service as Registration Agent. These full-time position reports to the MN–S Registry's Regional Manager and is based at the office in Prince Albert. The Registration Agent will work onsite in a secure location within the Métis Nation–Saskatchewan Registry Department.

Key Responsibilities:

- Act as first point of contact for prospective Métis Nation citizenship applicants by guiding and supporting them through the application process.
- Ensure that the prospective applicant has a clear understanding of the criteria required to apply, based on the bylaws and the MN–S Constitutional definition of Métis.
- Ability to maintain confidentiality and work with appropriate judgement, discretion, and adherence to policy.
- Ensure that all activities are conducted in accordance with established policies and standardized processes.
- Complete the application intake process, including database entry, and general genealogy research.
- Travel for mobile intake sessions within the province, possible overnight travel.
- Any other duties and responsibilities as directed by the Registrar.
- Uphold and abide by MN–S and MN–S Registry policies and procedures and guidelines as established and implemented.

Qualifications

- Post secondary education in office administration or related field.
- A minimum 2 year's experience in an office environment assisting clients.
- Or a combination of relative experience and education will be considered an asset.

Métis Nation–Saskatchewan (MN–S)

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



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 under pressure with shifting deadlines.
- Possess strong organizational and interpersonal skills.
- The ability to work as part of a team or independently.
- Experience using MSOffice Suite, Adobe, Zoom, and basic office equipment.
- Trustworthy and reliable.

Additional Information:

- Must hold a Valid Saskatchewan driver's license, have access reliable transportation, and a clean driving abstract.
- Must undergo and produce a clean a Criminal Record Check with the Vulnerable Sector.
- Please submit resume, references, and cover letter to hr@mnsregistry.ca by **11:59 pm on June 9th, 2023**.

Only candidates selected for an interview will be contacted.

