

MÉTIS NATION OF ONTARIO JOB POSTING

REGISTRY – ADMINISTRATIVE ASSISTANT

*Internal/External job posting
Indeterminate, full-time position*

*Location: Ottawa, Ontario
Closes: May 14, 2019 - 4:30 pm
Posting #: 051419-RAA-OTT*

Applications must be submitted on-line at <http://www.metisnation.org/job-board/careers/>

The Métis Nation of Ontario Registry seeks a strong team player committed to quality service as the Registry *Administrative Assistant*, located at the MNO office in Ottawa with some travel throughout the province. The prime objective of the *Registry Administrative Assistant* is to assist the Registry team by ensuring that all incoming documentation is received and posted in a timely manner in compliance with the MNO's Registry Policy and Guidelines. This is a permanent, full-time position, with enrollment in Group Benefits Plan and Registered Pension Plan upon successful completion of three months' probation.

In carrying out the following duties, it is expected that the *Registry Administrative Assistant* will at all times:

- Fully understand the significance and fundamental importance of MNO's Statement of Prime Purpose (SPP) to all MNO's work, and to the requirements of the position specifically
- Adhere to MNO Policies and Procedures and MNO's Financial Policies and Procedures at
- Uphold MNO's Standards of Professional Conduct
- Adhere to Privacy Laws and respect confidential information
- The employee must be cognizant of the Ontario Employment Standards Act, Occupational Health and Safety Act, Workers' Safety and Insurance Board, Ontario Human Rights Code, Canadian Human Rights Act, and other legislative provisions governing the employment relationship between MNO and the employee
- Ensure that all activities are conducted in accordance with established Métis Nation of Ontario Policies and Procedures and Contribution Agreements (CA)
- Work in collaboration within the Branch, other MNO branches, MNO leadership, MNO citizens, MNO contractors and consultants on related projects
- Attend the Annual General Assembly (MNO Policy 2.120)

The incumbent is responsible for the following items, as well as other duties and responsibilities as may be assigned by the Designated Approving Authority:

1. Maintain high level of confidentiality for all records and information
2. Review all incoming mail, emails and faxes and process accordingly
3. Ensure accurate information is kept on file as required:
 - a. Perform all address corrections
 - b. Complete file correspondence
 - c. Create and update spreadsheets
4. Respond to client inquires and requests via telephone, email and letter
5. Enter data in Registry database
6. Make photocopies and scan documentation submitted
7. Provide coverage for Intake Team and Ottawa Reception
8. Order office supplies
9. Perform special projects as assigned
10. Adhere to Privacy Laws and respect legislated guidelines
11. Any and all duties assigned by the Registrar and/or Senior Assessment Officer

Qualifications:

- Minimum of Secondary school education
- Minimum two years' office experience
- Bilingual (English/French)
- Accurate data entry and attention to detail
- Knowledge of Métis genealogy, history, culture and traditions
- Demonstrated customer service skills including strong communication abilities
- Demonstrated ability to work collaboratively in a team environment
- Ability to multi-task
- Excellent working knowledge of computers (Microsoft Office suite) and standard office equipment
- Well-developed administrative, filing and organization skills

The Métis Nation of Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

