



MANITOBA METIS FEDERATION INC.

The Manitoba Metis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Metis Nation's Manitoba Metis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; economic development, natural resources, social services and community liaison support programs.

Regional Registry Clerk

The **Central Registry Office** seeks to fill one (1) full-time **Regional Registry Clerk** position located at The Pas Regional Office in **The Pas, MB**; remuneration is \$25,350.00 - 29,250.00 per annum depending on education and experience.

The Regional Registry Clerk will be responsible to coordinate all aspects of the MMF Citizenship and Harvester Card process at the regional level. The Regional Registry Clerk will work closely with the Regions and Central Registry Office to ensure the efficient operation of the application process and database system.

Skills and Qualifications:

- Post-secondary education in Administrative Assistance, Clerk, or relevant field;
- Minimum two (2) years' experience as an Administrative Assistant, Clerk or relevant field;
- Proficient in Microsoft Office Suite;
- Ability to create and maintain both electronic and hard copy filing systems;
- Ability to work independently, in a team and with the public;
- Excellent oral and written communication skills;
- Ability to manage time and utilize resources to complete departmental objectives;
- Demonstrated good judgement and ability to manage workload;
- Knowledge of Accpac desired;
- Knowledge of Metis issues and socio-economic conditions affecting Metis people desired;
- Knowledge of local, provincial, and federal resources desired;
- Experience working with the Aboriginal Community and volunteer boards desired;
- Knowledge of Metis culture;
- Knowledge of MMF programs and services;
- Valid Manitoba Driver's License with access to a reliable vehicle; and
- Acceptable Criminal Record Check and Child Abuse Registry Check.

Preference will be given to qualified Métis applicants. Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only those individuals considered for an interview will be contacted.

We offer a competitive benefits package which includes but not limited to: health and dental insurance, life insurance, accidental death and dismemberment, short term and long term disability as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

Please forward covering letter and resume by Monday, December 18, 2017 to the MMF Finance & Human Resources Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, or email to: resumes@mmf.mb.ca or fax to (204) 947-1816.

All our job postings can be found at www.mmf.mb.ca