



REGISTRY RECORDS MANAGEMENT CLERK

Métis Nation British Columbia develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism MNBC strives to build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.

PURPOSE

Reporting to the Director of Operations, the purpose of the registry records management clerk, is to ensure that all Registry Citizenship files have all appropriate documentation and are in full compliance with all regulations that pertain citizenship and Ministry standards; as well as professional standards, accepted business practices, and internal standards.

RESPONSIBILITIES

- Must have an innate and intuitive knowledge of MNBC's goals and culture
- Will keep MNBC's Registry files ethically sound and legally pristine
- Continually educate the MNBC Registry Team with all required practices that will ensure the highest possible level of compliance
- Ensure internal systems of control are imposed to achieve compliance with externally imposed rules and the structure by which MNBC's company objectives are set and followed
- Communicate compliance-related issues pertaining to file management to employees and will bring these to the attention of the Director of Operations if required
- Ensure ethical best practices are in place and followed by all Registry staff
- Great people skills with the ability to communicate on various levels of responsibilities
- A level-headed, clear communicator that is Ethical and principled
- A Fair and modest person with the ability to scrutinize all the facts without making a snap judgment
- Proactive based with a honed alertness and vigilance to potential breaches in compliance with the ability to actively enforce any required changes
- Must be diligent to ensure all issues are completed through to resolution
- Will have the ability to stand by difficult situations and be more influenced by right versus wrong than by relationships
- Digitize files
- Other duties may be assigned by the Director of Operations as needed, to ensure efficient operation of the organization

QUALIFICATIONS

- A post-secondary degree in an appropriate field and completion of a recognized course/program in records management and genealogy
- Three to five years of progressively responsible and diversified management and administrative experience in records management; or an equivalent combination of education and work experience
- Demonstrated experience in a supervisory capacity

To apply for this position please submit your application to:



REGISTRY RECORDS MANAGEMENT CLERK

Linda Koster
Human Resources Manager
Metis Nation British Columbia
Email: lkoster@mNBC.ca

Deadline for applications: Tuesday April 23, 2019 1:00 p.m.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.