



### ***File Organizer***

Under the ***Powley Initiative***, the Métis Nation – Saskatchewan is seeking a strong team player, of Métis Ancestry, committed to quality service to carry out objectives of the Registry and to provide a range of service as the ***File Organizers***. These (3) three positions report to the Registry Director and is based at the Métis Nation – Saskatchewan office in Saskatoon, SK.

#### **Minimum Qualifications**

- Experience in administration and office management.
- Good interpersonal skills and the ability to work as part of a team.
- Ability to maintain confidentiality and work with appropriate judgement, discretion and adherence to policy.

#### **Requirements**

- Ability to communicate effectively with staff
- Ability to process a large volume of documents quickly and organize records in a logical manner
- Exceptional organization skills
- Maintain confidentiality and security of information and materials according to established policies and procedures
- Dispose of obsolete files in accordance with established retirement schedule or legal requirements
- Fulfil all other responsibilities as determined by the Registry Director.

**A Criminal Police Check is required.**

We thank all applicants for their interest, but wish to advise that only those selected for an interview will be contacted.

Preference will be given to a Métis candidate

The Métis Nation – Saskatchewan reserves the right to hire under an exemption from the Human Rights Commission

Please submit your resume and cover letter along with a **minimum of three references** no later than **5:00 pm January 24, 2012** to:

Human Resources Committee  
Métis Nation – Saskatchewan  
406 Jessop Ave  
Saskatoon, SK S7N 2S5  
Via Fax: 306-343-0171  
E-mail [hr@mn-s.ca](mailto:hr@mn-s.ca)