



Registry File Room Coordinator – Maternity Leave

The Provincial Office of the Métis Nation of Alberta (MNA) is recruiting for a term **Registry File Room Coordinator**. Reporting to the Director of Registry, the Registry File Room Coordinator is responsible for organizing, cataloging and overseeing the relocation of membership files.

Responsibilities Include:

- Develop a project implementation plan
- Catalog file documents
- Build and maintain a sound working relationships with Registry management and staff
- Provide technical assistance on as needed basis
- Prepare and submit schedules and progress reports
- Other duties as required and assigned.

Qualifications:

- Strong organizational skills required
- Previous data capturing experience
- Good oral and written communication skills
- Professional demeanor with strong communication skills
- High attention to detail
- Ability to work independently and within a team environment
- 1-2 years of file room experience a definite asset

Preference will be given to candidates who have an awareness of Métis culture, ability to speak an Aboriginal language, and have experience working with the Métis community.

This position will commence in March 2017, with an end date of December 31 2017.

Required education:

- High school or equivalent

Closing Date: March 19th, 2017

Submit your resume to:

E-mail: employment@metis.org
Métis Nation of Alberta
#100, 11738 Kingsway Avenue,
Edmonton, Alberta, T5G 0X5