



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting – November 2021

Job Title: Indian Registry Administrator

Position Type: Back-up Indian Registry Administrator

Hours of work: To be determined

Job Summary:

Under the direction of the MLIB Band Council and the supervision of the Finance Manager, the Indian Registry Administrator will promote the efficient operations of the Registry Department and/or assist Finance Department with Membership information as required.

Duties include and are not limited to:

- Maintain the Indian Registration & Band Lists Program
- Assist Finance department with updated/current list of members for financial matters
- Ensure the Integrity of the Indian Register is maintained at all times
- Liaise with Indigenous Services Canada (ISC) and various MLIB Departments
- Maintain current updated address list of membership
- Issue status cards to registered Indians and/or assist individuals in applying for SCIS

Requirements:

Grade 12 graduation, preferably with some post secondary experience. Experience in office administration duties and record keeping, IRA Training and Certification with Indigenous Service Canada is required.

To further qualify for the position of Back-Up Indian Registry Administrator, applicants must sign a Trusted Source Agreement along with a Confidentiality Agreement regarding ISC information.

Only those short-listed for an interview will be contacted. No phone calls please.

McLeod Lake Indian Band requires all employees to be fully vaccinated against COVID-19.

Submit resumes and a cover letter to:

McLeod Lake Indian Band
General Delivery, McLeod Lake BC V0J 2G0
Attention: Human Resources Advisor
Email: hrdept@mlib.ca
Closing date: until filled