



# McLeod Lake Indian Band

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

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## Job Posting

**Job Title:** Casual Indian Registry Administrator

**Department:** Finance

**Position Type:** On Call and Vacation Relief

**Hours of work:** Casual

### Job Summary:

Under the direction of the MLIB Band Council and the supervision of the Chief Financial Officer, the Indian Registry Administrator will promote the efficient operations of the Registry Department.

### Duties include and are not limited to:

- Maintain McLeod Lake Indian Band Membership list:
  - Trust Members
  - Band Members in Common
  - Non-Status Band Members
  - Severalty Members
- Assist Finance committee by providing an updated and current list of who are eligible for distributions, Christmas Dividends, energy subsidy, etc.
- Issue Status Cards
- Assist children who reach the age of 19 with distribution applications
- Liaise with Indigenous Services Canada (ISC) and various MLIB Departments
- Record births and deaths and communicate changes with ISC
- Conduct genealogy research
- Assist members with information regarding Wills and Estates
- Other tasks that may be assigned by the Chief Financial Officer

### Requirements

Grade 12 graduation, preferably with some post secondary experience. Extensive experience with office administration and record keeping, IRA Training and Certification, a valid BC driver's license is a must.

To further qualify for the position of Casual Indian Registry Administrator, applicants must sign an Oath of Confidentiality, be bondable and submit to a RCMP Criminal Records Check.

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

### Submit resumes and a cover letter to:

McLeod Lake Indian Band  
General Delivery, McLeod Lake BC V0J 2G0  
**Attention: Human Resources**  
Email: [hrdept@mlib.ca](mailto:hrdept@mlib.ca) or Fax: (250) 750-4420  
Posted: November 29, 2018  
**Closing date: until filled**