



McLeod Lake Indian Band

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

Job Posting

Job Title: Indigenous Registry Administrator

Position Type: Permanent

Hours of work: 35 /week

Job Summary:

Under the direction of the MLIB Band Council and the supervision of the Controller, the Indigenous Registry Administrator will promote the efficient operations of the MLIB Member 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
- Maintaining contact list of all MLIB members
- Conduct genealogy research
- 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, a certificate in Applied Business Technology is an asset. IRA Training and Certification (provided by MLIB and ISC), a valid BC driver's license is a must.

To further qualify for the position of Indigenous 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 Advisor
Email: hrdept@mlib.ca
Posted: May 26, 2023
Closing date: until filled