



## **JOB OFFER REGISTRY CLERK**

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Would you like to work part-time or perhaps are retired and looking to work a few hours a week? This job opportunity is for you! The Micmac Nation of Gespeg is seeking to hire a part time Registry Clerk.

### **DESCRIPTION**

Under the supervision of the Executive Director, the Registry Clerk will be responsible to manage the Registry of the community members. (accompanying members in their requests for status), including, the updating of the list of members under the Membership Code and

### **RESPONSABILITY**

- Keep the list of members under the Membership Code updated;
- Accompany members in their requests for status;
- Act as the contact with the office of the Registrar of AANDC;
- Any other related tasks.

### **REQUIREMENTS**

- College degree with relevant work experience or high school diploma with relevant work experience, preferably in the field of customer services and/or health
- Basic computer skills Microsoft Office (Word, Excel, Outlook, PowerPoint);
- Bilingual (French and English) verbal and written.

### **SKILL AND ABILITY**

- Autonomous;
- Discretion and confidentiality;
- Interpersonal skills and Dynamics;
- Organized
- Active listening

### **WORK CONDITIONS**

- Under the supervision of the Executive Director of Gespeg
- Full-time employment (15 hours / week)
- Place of employment: Administrative Office of the Micmac Nation of Gespeg
- Remuneration: according to the experience and the salary grid in force
- Be able to conduct a vulnerability check

Please send your application (CV) to the following address:

Registry Clerk Position

MICMAC NATION OF GESPEG

Micheline Roy

By email: michegabe@gmail.com

By mail: 30243, Route 134, McLeods, NB, E3N 5T9

**Your application must be received by Friday, March 26, 2021 at 5 pm**

*This offer is primarily offered to the members of the Micmac community of Gespeg.  
In the event that no applications are accepted, the offer will be available to the entire population.  
Only preselected candidates will be contacted.*