



An Affiliate of the Métis Nation of Alberta

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Administrative Coordinator – Métis Crossing Experience Company

Location: Métis Crossing, Smoky Lake, AB

Closing Date: August 17, 2020

Position Status: Full Time (40 hrs per week)

The Organization

Métis Crossing is Alberta's first major Métis cultural destination. Our mandate is to celebrate and share the Métis culture with all people. Located along the North Saskatchewan River in Smoky Lake County, the beautiful setting welcomes local and international visitors. As both the facilities and the team at Métis Crossing grow, our office is becoming faster paced. A well-organized Administrative Coordinator is required to work with our dynamic team to ensure quality control in all we do.

Métis Crossing is an affiliate of the Métis Nation of Alberta. Since its inception in 1928, the Métis Nation of Alberta (MNA) has governed the Métis within Alberta. The MNA is led by a democratically elected Provincial Council, comprised of a Provincial President, a Vice-President, and six regional Presidents and Vice-Presidents. This Council works toward the mandate of the MNA, supporting practices of transparency, accountability, and inclusiveness for Métis Albertans in governments' policy and decision-making processes.

The Opportunity

The Administrative Coordinator will be an essential part of the Métis Crossing team working with management to create and execute schedules, manage company budgets, process invoices, and maintain an effective workflow in the office. The Administrative Coordinator will also be responsible for coordinating meetings, ordering supplies, and creating memos and reports. The successful applicant will have superior organizational and time management skills, strong computer skills, and the ability to work well with and support others.

Key Responsibilities

Working under the supervision of the Executive Director, the Administrative Coordinator will perform the following job duties, including, but not limited to:

- Working with the accounting/finance department to process invoices and PO's, prepare payments, track receipts, as well as payroll.
- Coordinating with the MCEC team and Human Resources for payroll and personnel databases.
- Preparing financial, expenditures and payment authorization forms, and administrative documents for authorization, such as cheque requisitions, purchase orders, etc.
- Receiving and forwarding communications to different team members.

- Developing or maintaining an accurate and up to date records management system (including classifying and coding electronic and hardcopy files). Ensures safeguarding of all confidential information.
- Performing clerical functions such as filing, faxing, answering phone calls, responding to emails, and accepting visitors.
- Arranging conference calls and meetings.
- Preparing meeting agendas, records and distributing meeting minutes, and maintaining organized files of same.
- Completing internal and external correspondence (forms, letters and other documents) and distributing them as directed.
- Maintaining processes and procedures within the department.
- Maintaining adequate office supply of all department supplies used within the department.
- Completing confidential administrative services for the Director/Manager.
- Preparing detailed presentations and reports as required by the Director/Manager/Designate.
- Producing and/or assisting in the production of all required internal and external reports.

Skills & Competencies

The Administrative Assistant must possess excellent communication, writing, and organizational skills. Other skills and qualifications include:

- Strong computer skills with aptitude for using new software.
- Ability to remain organized, multi-task, and manage time effectively.
- Exercise discretion in handling confidential information, strong interpersonal skills, and ability to establish strong working relationships.
- Excellent communication skills with the ability to listen, interpret, and always be prepared & responsive, willing to meet each challenge directly.
- Independently motivated, with the ability to identify and take on tasks and duties.
- Most importantly, the successful candidate will have a genuine desire to meet the administrative needs of others.
- Knowledge of Métis history, culture, and people.

Qualifications

- Minimum of a professional administrative assistant certificate / diploma / degree.
- Minimum two years of administrative experience.
- Intermediate experience with Microsoft Office Suite and Microsoft Outlook.
- Intermediate experience with SAGE 300 accounting software.

Other Requirements

- Position will be based in Smoky Lake.
- Some travel within Alberta is a requirement. Additional, less frequent, out-of-province travel may also occur, with notice.
- Political sensitivity and ability to deal with confidential information.
- Must have a driver's license and an operational vehicle.

What we have to offer you

- The opportunity to work with a non-profit Indigenous organization and be part of an exciting journey towards self-government.
- The opportunity to contribute to one of Alberta's most exciting tourism destinations in the making.
- Learnings about Métis history and culture and enjoy a rich Indigenous cultural experience.
- Personal development.
- Competitive compensation.
- Comprehensive benefits package and employer contributions to Pension Program.

Apply online today at <http://albertametis.com/careers/>

Métis Crossing thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.