



**Northern Shuswap Tribal Council**  
**Employment Opportunity**  
**Reception / Records & Indian Registry Clerk**

**Job Summary:**

The Receptionist / Records and Indian Registry Clerk provides front-line reception services while supporting the organization's Records Information Management System (RIMS) and Indian Registry functions. The position ensures professional customer service to community members, staff, leadership, and external partners while maintaining accurate records, coordinating administrative services, and supporting registry and governance processes.

The incumbent uses a friendly and professional approach to assist clients and staff, while ensuring the integrity, confidentiality, and organization of records and administrative systems.

**A: Reception and Customer Service:**

1. Greet and welcome visitors, community members, Elders, leadership, and partners in a respectful and professional manner.
2. Answer incoming telephone calls, direct inquiries, provide information, schedule appointments, and take messages.
3. Maintain the office calendar including meetings, events, and deadlines; coordinate boardroom bookings.
4. Maintain staff "in/out" attendance log including travel, meetings, absences, and leaves.
5. Receive, date stamp, sort, and distribute incoming mail, faxes, and courier packages; prepare outgoing mail and deliveries.
6. Maintain a clean, welcoming, and organized reception area and front entrance.
7. Coordinate catering, refreshments, and room setup for meetings and leadership events.
8. Ensure completion of visitor sign-in and security procedures.
9. Provide general information to visitors regarding NSTC programs and services.

**B: General Administrative and Office Support:**

1. Perform general administrative duties including filing, data entry, photocopying, scanning, and preparing documents.
2. Assist management and staff with special projects, reports, research, and community events.
3. Maintain office telephone extension directory and distribute updates to staff.
4. Order office, kitchen, and administrative supplies as required.
5. Arrange servicing and maintenance of office equipment.
6. Coordinate mailing of birthday, sympathy, or recognition cards as required.
7. Maintain bulletin boards and internal communication postings.
8. Assist with travel coordination and logistical arrangements for meetings and events.
9. Maintain the office asset and inventory list for both Tribal Council and Treaty Society.

**C. Records Information Management System (RIMS)**

1. Implement and maintain standardized file classification, numbering systems, and records retention schedules.
2. Classify, file, and cross-reference documents according to RIMS procedures.
3. Maintain both paper and electronic records in accordance with organizational policies.
4. Coordinate file sign-in and sign-out procedures for records removed from storage.
5. Assist in transitioning paper records to electronic storage following classification standards.
6. Transfer semi-active and inactive records for storage or destruction in accordance with retention schedules.
7. Identify and protect vital records requiring permanent retention.
8. Train staff on records management procedures and provide reference materials as needed.
9. Ensure records are stored securely including confidential files and electronic data backups.
10. Provide recommendations for improvements to the RIMS program and related technologies.
11. Update RIMS policies, procedures, and processes as required.

**D. Indian Registry and Governance Support**

1. Perform duties associated with the Indian Registry System including registration of life events such as birth, death, marriage, and adoption.
2. Assist individuals with research regarding eligibility for Indian status registration.
3. Issue Certificates of Indian Status (status cards) in accordance with federal requirements.
4. Maintain records and prepare reports related to Indian Registry activities.
5. Assist with duties related to Band elections including nominations, candidate confirmation, voting processes, and reporting results.
6. Support referendum processes as required.
7. Maintain designation and responsibilities associated with Commissioner for Taking Affidavits.

**Education:**

- Graduation from High School Grade 12
- Certificate in Business Information, Records Information Management, or equivalency

**Specialized Knowledge:**

- Knowledge of Indian Act as pertains to Status and membership criteria
- Knowledge of Indian Act as pertains to Elections
- Experience with the development, implementation & coordination of workshops

**Experience:**

- One to three years administrative, clerical or records management experience

**Wage:** \$ 22.90 to 31.39 per hour depending on education & experience

**Application Deadline:**

**Until Filled:**

**Submit your cover letter and resume including 3 work references to:**

Dawnalyn Bruin  
Executive Director  
Northern Shuswap Tribal Council  
17 South 1st Avenue, Williams Lake, BC V2G 1H4  
Email: [administration@nstq.org](mailto:administration@nstq.org) Please email for a full job description