

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Aquatic Resources and Fisheries Management

Indigenous Fisheries Administrator & Tag Supplier

About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM's Department of Aquatic Resources and Fisheries Management (DARFM) is currently looking for a motivated and knowledgeable candidate to fill the role of **Indigenous Fisheries Administrator & Tag Supplier**.

Position Overview

Under the direction of the Director of Aquatic Resources and Fisheries Management, and reporting to the Manager of Indigenous Fisheries, the Administrator is responsible for clerical, financial and administrative services to the Indigenous Fisheries branch in the Department.

Overview of Responsibilities:

- Working with the finance department to ensure payments and purchases are completed for the unit.
- Performing day-to-day financial transactions including verifying, classifying, computing, posting and recording accounts receivable data.
- Preparation of purchase orders.
- Generate monthly financial statements, DFO reports and other reports detailing accounts receivable status.
- Facilitate payment of invoices by reminding and contacting clients, contractors, vendors, etc. with outstanding accounts.
- Assist the Manager of Indigenous Fisheries with preparing and providing budget updates at management meetings for review and verification.
- Complete intake of new clients through established processes. Including, completing file clientele order forms for original and replacement tag orders.
- Maintain and sustain inventory control of all Indigenous Fisheries' tags. Including maintaining an organized and secure storage area.
- Coordinate meeting facilities, catering services and accommodations for Indigenous Fisheries' meeting participants, when required.
- Write reports and deliver presentations and briefings for management, as required.

Position Requirements:

The following qualifications are desired:

- Minimum of a one-year diploma program in a related field (e.g., office administration).

- Two or more years of clerical and administrative work experience.
- Experience working in or with First Nation communities.
- Knowledge of First Nations culture, history and current affairs
- Demonstrated ability to work effectively with other departments, on multi- discipline teams, or independently, and meet deadlines.
- Excellent communication and presentation skills, written and spoken.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Proficiency in MS Office (Word, Excel, PowerPoint, Adobe, etc.)
- High values in teamwork, client service and professionalism
- Demonstrated strong initiative, motivation, conscientiousness and dedication.
- Can work unsupervised with a high level of productivity with the ability to seek and take direction.
- Ability to manage time and various activities effectively and efficiently while providing quality customer service.
- Able to develop relationships and this will include strong interpersonal and communication skills, both written and verbal, collaboration, presentation, conflict resolution, and active listening.

Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join The CMM Family, please see below on how to apply for this position.

Salary/Employment Term:

Salary Range: \$48,333 - \$56,300 per year. This is a Permanent Position (pending successful one-year probationary contract).

Application Deadline: Open Until Filled

Submit Cover Letter AND Resume to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmmns.com

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Applicants must provide proof of Canadian Citizenship or Permanent Residency.***