

Job Opening:

Admin and Records Clerk

Location: Yellowknife, Northwest Territories

Position Type: Full- Time | Classification: CR-6

The **Mackenzie Valley Environmental Impact Review Board (Review Board)** is seeking a detail-oriented and organized **Administrator and Records Clerk** to support our operations and ensure effective records management. This position plays a key role in maintaining the integrity of the Review Board's documentation and providing administrative assistance to ensure smooth day-to-day operations.

Role Overview

As the Administrator and Records Clerk, you will be responsible for managing and maintaining the Review Board's physical and electronic records and offer administrative support services to the Review Board and members of the public. This will include, but is not limited to; travel arrangements, reception services, and office inventory management. Additionally, you will be responsible for ensuring the accuracy and accessibility of the Review Board's Public Registry and supporting financial processes.

This position requires a high level of organization, attention to detail, and the ability to collaborate with internal teams and external stakeholders.

Key Responsibilities

- **Records Management:** Manage and maintain the electronic and physical filing systems to ensure accurate cataloguing, secure storage, and proper archiving of records. Ensure compliance with retention schedules and policies and regularly reconcile records with the Public Registry and website for accuracy and accessibility. Respond to information requests and facilitate secure access to approved documents.
- **Administrative Support:** Provide administrative assistance to the Board and staff. Carry out reception services, ensuring professionalism and excellent customer service. Maintain accurate records of office assets and supplies to support efficient operations.

In this job, you will be required to:

1. Maintain secure, organized records that comply with information management standards.
2. Provide exceptional administrative support to the Board and staff.
3. Facilitate access to public and internal documents through accurate recordkeeping and updates.
4. Collaborate with internal teams and external stakeholders to ensure seamless operations.
5. Support the Finance, Administrative and Human Resources teams to ensure proper management of records.

Qualifications

The Review Board welcomes candidates from a range of backgrounds, and educational and work experience, with priority hiring practices for Indigenous and Northern applicants.

The ideal candidate will have a minimum of 2 years of experience in administrative positions. Proficiency in document and records management, Microsoft Office Suite, and basic accounting principles is essential.

Organizational culture

The Review Board was established in 1998, through the Mackenzie Valley Resource Management Act, which resulted from completed land claims in the Northwest Territories. This legislation gives Indigenous people of the Mackenzie Valley a greater say in resource development and management. The Review Board is a co-management board, comprised of an equal number of Indigenous land claimant nominees and government nominees and is responsible for environmental impact assessment processes in the Mackenzie Valley.

The Review Board's vision for itself is making wise environmental impact assessment decisions that balance the diverse values, interests, and knowledge of all residents of the Mackenzie Valley, while ensuring the protection of the environment for present and future generations.

Our team is small yet dedicated to carrying out the Review Board's legislative responsibilities, strategic priorities and promises enshrined in the modern land claims. We value the agility and flexibility of our team that allows us to remain a leader in the rapidly evolving field of environmental impact assessment.

Compensation and benefits

Starting salary for this position is in line with the Treasury Board of Canada's requirements for a CR-6 position (\$71,176.00 to \$73,048.00). We also offer competitive and comprehensive benefits, and Northern Living and Travel allowances ranging between \$18,497 - \$26,401.

Apply by January 17, 2025.

Send your Resume and Cover Letter to: Tiffany Saungweme, Human Resources Manager of the Mackenzie Valley Environmental Impact Review Board. **Email:**

tsaungweme@reviewboard.ca