



ADMINISTRATIVE TECHNICIAN (2101)

PERMANENT FULL-TIME

DEPARTMENT:	Miyupimaatisiun Center (720160)
WORK LOCATION:	Waswanipi
UNION:	CSN
STATUS:	1 Permanent Full-Time
HOURLY SALARY:	Min. (I) \$22.23 - Max (II) \$29.05

SUMMARY OF THE POSITION

Person who performs work related to personnel management, financial management, work organization and planning for the execution of complex administrative tasks by compiling and analyzing data. This job title also includes the person who is responsible for the administrative operation of a department and who oversees the department's internal and external relations. She/he is responsible for the activities of the department's office personnel.

REQUIREMENTS

Education:

- According to the field of work, a diploma of college studies with specialization in Administrative Techniques or in an appropriate discipline from a school recognized by the Ministère de l'Éducation du Loisir et du Sport or a certificate of college studies in Administrative Techniques;
- This job title also includes applicants who, with pertinent experience, hold a college certificate in administrative techniques;

Experience:

- Minimum two-year experience in an office environment;

Knowledge and Abilities:

- Good knowledge of administrative theory, systems, techniques and practice;
- Knowledge of the MSSS Network and administrative regulations is an asset;
- Basic understanding of the services offered by the shelter and be aware of the other services available in the community and surrounding area;
- Able to work effectively with the management, colleagues, clients and other program agencies both Aboriginal and non-Aboriginal;



- Excellent critical thinking, organizational and decision-making skills;
- Good knowledge of Office Suite; (possibility of a test)

Language:

- Fluent in Cree and English;
- Fluency in French is an asset.

Other:

- Departments to cover: Women shelter, hemodialysis and eventually Ashuiken Services

POSTING START/END DATE:	04/07/2021 – 04/21/2021
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	No
SHIFT TYPE:	Day
HOURS PER DAY/WEEK:	7 / 35

HOW TO APPLY

To apply, please forward your resume to:

Cree Board of Health & Social Services of James Bay

Tel 514-861-5955 Fax 514-989-7495

Email jobs.reg18@ssss.gouv.qc.ca

With your application, please make sure to specify the Posting # and the Job title on which you wish to apply.

WE THANK ALL CANDIDATES WHO APPLY, HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

NOTES

In accordance with various Sections of the James Bay and Northern Quebec Agreement (JBNQA), the organization has the objective of staffing all of its positions with qualified and competent beneficiaries of the JBNQA.