



## ADMINISTRATIVE TECHNICIAN (2101)

PERMANENT FULL-TIME

<b>DEPARTMENT:</b>	HR Administration (730305)
<b>WORK LOCATION:</b>	Montreal
<b>UNION:</b>	CSN
<b>STATUS:</b>	1 Permanent Full-Time
<b>HOURLY SALARY:</b>	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. He is responsible for the activities of the department's office personnel.

### SPECIFIC FUNCTIONS

The incumbent will be responsible for:

- Greeting visitors and answering incoming phone calls;
- Overseeing the general maintenance of the Montréal 7<sup>th</sup> floor offices;
- Purchasing of office supplies and maintaining proper stock levels;
- Ensuring administrative support to the Human Resources team;
- Providing administrative support to the employees of the Montréal office, as needed;

### REQUIREMENTS

#### Education

- Diploma of College Studies with specialization in administrative techniques from a school recognized by the Ministère de l'Éducation, du Loisir et du Sport;

#### Experience

- Two (2) years of relevant experience;

#### Knowledge and Abilities

- Knowledge of administrative theory, systems, techniques and practices;
- Knowledge of the MSSS Network and administrative regulations is an asset;
- Be able to handle multiple files at the same time;
- Be able to work under pressure;
- Excellent communication skills (both written and spoken);



- Practical, attentive to detail and analytical;
- Sense of accountability, resourcefulness & vigilance;
- Teamwork skills;
- Well organized.

## LANGUAGE

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

<b>POSTING START/END DATE:</b>	2021/06/08 – 2021/06/22
<b>POSITIONS AVAILABLE:</b>	1
<b>HOUSING PROVIDED:</b>	No
<b>SHIFT TYPE:</b>	Day
<b>HOURS PER DAY/WEEK:</b>	7.00/ 35.00

## 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](mailto: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.