



Conseil Cri de la santé et des services sociaux de la Baie James  
σ Dd7<sup>a</sup> b7 ΔΓΔ · <i>ΔΔ<sup>a</sup> <i> <Qa bΓC bσ><sup>u</sup>  
Cree Board of Health and Social Services of James Bay



We are currently looking for applicants for the

## Financial Resources Chisasibi

For more information, you can  
**Phone: 514-861-5955**  
**Fax: 514-989-7495**

With your application and resume, please make sure to **specify the job title** on which you wish to apply and send it to:

jobs.reg18@ssss.gouv.qc.ca

You can also give your resume to the clinic.

## Hourly Salary

Adm. Officer cl 1: \$20.98 to \$24.22

Posting Date: July 22 to August 5, 2021

We thank all candidates who apply, however only those selected for an interview will be contacted.

## RECALL LIST POSSIBILITIES

- **Administrative officer class 1**

Person whose primary responsibility is to perform a complex set of administrative tasks such as analyzes, reports, complex calculations, and other related tasks.

In addition of performing a variety of complex administrative tasks, she assumes autonomously, within a department, coordination and quality control responsibilities for a set of administrative and office work. She has duties related to the organization of clerical work or a sector of activity such as accounting or purchasing.

She may also perform different tasks falling under the secretarial sector.

## REQUIREMENTS

### EDUCATIONAL REQUIREMENTS

- Must have a high school diploma

### EXPERIENCE REQUIREMENTS

- Two (2) years of relevant experience;

### KNOWLEDGE AND ABILITIES

- Good knowledge of routine office work;
- Good knowledge of computerized systems (Word, Excel) (possibility of a test);
- Autonomous, flexible and discrete;
- Sense of accountability, resourcefulness and vigilance;
- Practical, proactive and attentive to detail;
- Excellent communication skills (both written and spoken).

### LANGUAGE:

- Fluent in English
- Fluent in Cree or French is an asset.