



ADMINISTRATIVE TECHNICIAN (2101)

PERMANENT FULL-TIME

DEPARTMENT:	Financial Administration (730205)
WORK LOCATION:	Chisasibi
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.

Education:

- Must have 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.

Experience:

- Minimum two years experience in an office environment.

Knowledge and Abilities:

- Good knowledge of administrative theory, systems, techniques and practise;
- Knowledge of the MSSS Network and administrative regulations is an asset;
- Good knowledge and ability in office computer applications;
- Proactive;
- Client sense;
- Excellent communication skills (both written and spoken);
- Practical, attentive to detail and analytical;
- Sense of accountability, resourcefulness & vigilance;
- Creativity;
- Teamwork skills;
- Courtesy;
- Autonomous and flexible;



LANGUAGE

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

POSTING START/END DATE:	2021/07/21 – 2021/08/04
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.