Conseil Cri de la santé et des services sociaux de la Baie James
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Cree Board of Health and Social Services of James Bay

We are currently looking for applicants for the

CMC Waswanipi

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 3: $20.20 to $21.55
Adm. Technician: $22.23 to $29.05
Attendant in northern institution: $20.55 to $22.35

Posting date: September 8, 2021 – January 7, 2022

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

RECALL LIST POSSIBILITIES

- **Administrative officer class 2 and 3**
- **Administrative technician**
- **Attendant in northern institution**

Person who assists one or several professionals or a work team in their administrative or professional tasks.

She/he performs a set of administrative or managerial tasks according to the established complex methods or procedures or she/he changes them as needed. She/he exercises mainly and usually responsibilities related to the development and processing of files or data requiring specific knowledge.

She/he may also perform tasks falling under the secretarial sector.

REQUIREMENTS

EDUCATIONAL REQUIREMENTS

- High School Diploma **for all**
- Collegial degree in administration or appropriate discipline **for the administrative technician job title**

EXPERIENCE REQUIREMENTS

- One (1) year of relevant experience;

KNOWLEDGE AND ABILITIES

- Team work abilities;
- Autonomous, flexible and punctual;
- Practical, proactive and attentive to detail;
- Excellent communication skills.

LANGUAGE:

- Fluent in English **for all**
- Also fluent in Cree for **the Attendant in northern institution**;