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 community of 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

Hourly Salary:
Min. (1) $22.23 - Max (11) $29.05

Posting Date:
October 5 to November 5, 2021

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

RECALL LIST

Administrative Technician

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

EDUCATIONAL REQUIREMENTS

- 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
- This job also includes persons who, after having acquired relevant experience, obtained a certificate of college studies in Administrative Techniques;

EXPERIENCE REQUIREMENTS

- Two years of relevant experience

KNOWLEDGE AND ABILITIES

- Good knowledge of administrative theory, systems, techniques and practice;
- Good working knowledge of computer applications, especially Microsoft Office;
- Be able to work under pressure;
- Excellent communication skills, both written and oral;
- Be able to work outside regular hours when requested;
- Well organized;

LANGUAGE:

- Fluency in French and Cree would be an asset and English a requirement.

Note 1: 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.