



## ADMINISTRATIVE TECHNICIAN (2101)

### PERMANENT FULL-TIME

<b>DEPARTMENT:</b>	DPSQA – Allied Health (676005)
<b>WORK LOCATION:</b>	All offices of Cree Health Board
<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.

### REQUIREMENTS

Education:

- Must hold a diploma of college studies (DEC) in general administration, accounting and management technology, office system technology, or in another appropriate college discipline issued by a school recognized by the competent ministry;
- This position also includes persons holding a certificate of college studies in administration.

Experience:

- Two (2) years of relevant experience or equivalent knowledge;

Knowledge and Abilities:

- Knowledge of administrative theory, systems, techniques and practices;
- Knowledge of the MSSS Network and administrative regulations is an asset;
- Knowledge of content areas such as social work, rehabilitation professions is considered an asset;
- Knowledge of software such as Care4, Atlas Telemed, Excel, Midas, Virtuo finance is an asset;
- Ability to handle multiple files at the same time;



- Ability to work well 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 English;
- Fluency in Cree and in French is an asset

<b>POSTING START/END DATE:</b>	2021-10-09 / 2021-10-23
<b>POSITIONS AVAILABLE:</b>	1
<b>HOUSING PROVIDED:</b>	No
<b>SHIFT TYPE:</b>	Day
<b>HOURS PER DAY/WEEK:</b>	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](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.