



Administrative Processes Specialist (1109)

Occasional

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| DEPARTMENT: | Nishiiyuu (676105) |
| WORK LOCATION: | Chisasibi |
| UNION: | CSN |
| STATUS: | 5 Occasional |
| HOURLY SALARY: | Min. (1) \$24.58 - Max (18) \$45.39 |

SUMMARY OF THE POSITION

Person who analyzes the needs, conceives and applies professional techniques in the field of administrative methods and systems, in order to improve service delivery.

REQUIREMENTS

Education:

- Bachelor's degree in Management Science, Accounting Science, or in Humanities and Social Sciences or a degree in another appropriate discipline.

Experience:

- Three (3) years of relevant experience.

Knowledge and Abilities:

- Knowledge of MSSS administrative regulations, the network and programs, is an asset;
- Knowledge of administrative methods and techniques, budget management, data analysis, reporting, and information systems;
- Strong knowledge of Virtuo software is an asset;
- Strong knowledge in statistics;
- Ability in administrative procedures, planning and monitoring, including the development of policies and manuals and administrative quality assurance systems;
- Ability in the identification and analysis of the administrative system needs;
- Good professional record in administrative systems in a similar type of environment;
- Excellent leadership and teamwork skills;
- Excellent critical thinking, organizational and decision-making skills;
- Ability in Office Suite.



LANGUAGE

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

OTHER

- Willing to travel occasionally.

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| POSTING START/END DATE: | 2022/01/15 – 2022/01/29 |
| POSITIONS AVAILABLE: | 1 |
| HOUSING PROVIDED: | yes |
| 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.