



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 Mistissini**

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](mailto:jobs.reg18@ssss.gouv.qc.ca)

You can also give your resume to the clinic.

### Hourly Salary

Adm. Officer cl 3: \$21.01 to \$22.42  
Adm. Technician: \$23.50 to \$31.69  
Attendant in northern institution: \$24.83

**Posting date: January 14, 2022 – April 1, 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**;