



We are currently looking
for applicants for the
CMC Ouje-Bougoumou

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: \$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;**