

ADMINISTRATIVE OFFICER CLASS 2 (5314)

PERMANENT FULL-TIME

DEPARTMENT:	Youth Protection Department (640160)
WORK LOCATION:	Waswanipi
UNION:	CSN
STATUS:	1 Permanent Full-Time
HOURLY SALARY:	Min. (1) \$21.60 - Max (6) \$24.15

SUMMARY OF THE POSITION

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

Education and experience:

- High School Diploma;

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

- Fluent in English and in Cree.

POSTING START/END DATE:	2022-01-07 / 2022-01-21
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	No
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.