



ADMINISTRATIVE OFFICER CLASS 1 (5312)

PERMANENT FULL-TIME

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| DEPARTMENT: | Account Payable – Administration (730208) |
| WORK LOCATION: | Chisasibi |
| UNION: | CSN |
| STATUS: | 1 Permanent Full-Time |
| HOURLY SALARY: | Min. (1) \$21.83 - Max (7) \$25.19 |

SUMMARY OF THE POSITION

Person whose primary responsibility is to perform a complex set of administrative tasks such as analyzes, reports, complex calculations, and other related tasks.

In addition of performing a variety of complex administrative tasks, she assumes autonomously, within a department, coordination and quality control responsibilities for a set of administrative and office work. She has duties related to the organization of clerical work or a sector of activity such as accounting or purchasing.

She may also perform different tasks falling under the secretarial sector.

REQUIREMENTS

Education and experience:

- High School Diploma; and
- Two (2) years of relevant experience.

OR

- High School Diploma; and
- Diploma of Vocational Studies (DEP) or Diploma of College Studies (DEC) in an Administration field.
- One (1) year of relevant experience.

Knowledge and Abilities:

- Good knowledge of routine office work;
- Good knowledge of computerized systems (Word, Excel) (possibility of a test);
- Ability to work well under pressure and independently with minimum supervision;
- Teamwork capabilities;
- Autonomous, flexible and discrete;
- Sense of accountability, resourcefulness and vigilance;
- Practical, proactive and attentive to detail;
- Excellent communication skills (both written and spoken).

LANGUAGE

- Fluent in Cree and English.



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| POSTING START/END DATE: | 2022/01/12 – 2022/01/26 |
| 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.