



PERSONNEL OFFICER (1101)

HUMAN RESOURCES DEVELOPMENT

PERMANENT FULL-TIME

DEPARTMENT:	Human Resources (730302)
WORK LOCATION:	Montreal or Chisasibi
UNION:	CSN
STATUS:	1 Permanent Full-Time
HOURLY SALARY:	Min. (1) \$26.66 – Max. (18) \$45.70

SUMMARY OF THE POSITION

Person, who designs, analyses, assesses and applies professional techniques in human resources with a view to ensure optimal performance.

SPECIFIC FUNCTIONS

- Coordinates logistics related to training, including participant lists, contact list and information for trainers, hotels, meeting rooms, travel, catering and materials;
- Organize online trainings, including creating digital invitations and preparing a schedule and agenda for participants and the facilitator.
- Provides hands on training support, including partnering with local contacts to ensure the provision of on-site support and, once the training is completed, will verify that invoices are aligned with contracts and initial documentation;
- Responsible for following up on payments and verifying that invoices comply with contracts and initial agreements;
- Ensures that all expenses related to training are entered into the database and ensures that they are updated;
- Support the Human Resources Development Unit in the planning and deployment of projects, as required.
- Establishes and maintains effective communications with the various human resources, organizational and MSSS departments.

REQUIREMENTS

Education:

- Bachelor's degree in administration, human resources management, industrial relations or any other university discipline related to the position.

Experience:

- Three (3) years of relevant experience.

Knowledge and ability:

- Knowledge of legislation, regulations, the health network and ministry programs and current MSSS trends; · Knowledge of First Nations health / social services models, trends and issues is an asset;
- Knowledge of Cree culture, language and social and health issues in Eeyou Istchee is an asset;
- Ability to review and implement processes;
- Ability to review and organize teamwork;



- Ability to establish and maintain harmonious relations with all managers, union partners and other employees of the organization;
- Ability to manage ambiguous situations and make decisions in a complex environment;
- Proven leadership, sense of innovation and creativity;
- Computer skills (Word, Excel and PowerPoint).

LANGUAGE

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

OTHER

- Willing to travel regularly when needed for the deployment of training and projects.

POSTING START/END DATE:	2022-05-10/2022-05-29
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	Yes, if located in Chisasibi
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.