



ADMINISTRATIVE OFFICER CL. 4 (5319)

PERMANENT FULL-TIME

DEPARTMENT:	NIHB – Administration Espresso Hotel (204094)
WORK LOCATION:	Montreal
UNION:	CSN
STATUS:	1 Permanent Full-Time
HOURLY SALARY:	Min. (1) \$21.54 – Max. (4) \$22.06

SUMMARY OF THE POSITION

Person who performs simple secretarial work, generally routine work and according to precise guidelines. She exercises mainly and usually various responsibilities such as telephone follow-up, orientation of the users, open the mail, filing & distributing the messages. She may also perform tasks from the administrative sector.

REQUIREMENTS

Education:

- High School Diploma.

Experience:

- One year of experience in secretarial or clerical work.

Knowledge and Abilities:

- Autonomous;
- Ability to perform detailed and repetitive document sorting and matching tasks;
- Familiar with office work;
- Computer skills;
- Organizational skills;
- Practical and attentive to detail;
- Ability to work well under pressure and independently with minimum supervision;
- Sense of accountability, resourcefulness and vigilance;
- Teamwork skills.



LANGUAGE

- Fluent in English and in Cree.

POSTING START/END DATE:	2022-05-13/2022-05-29
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	No
SHIFT TYPE:	Day/evening/rotation
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.