



## ADMINISTRATIVE OFFICER CLASS 2 (5314)

### PERMANENT FULL-TIME

<b>DEPARTMENT:</b>	Youth Protection (640102)
<b>WORK LOCATION:</b>	Chisasibi
<b>UNION:</b>	CSN
<b>STATUS:</b>	1 Permanent Full-Time
<b>HOURLY SALARY:</b>	Min. (1) \$22.36 – Max. (6) \$25.00

### 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:

- Must hold a High School Diploma

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;
- Familiar with medical terminology;
- 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 English;
- Fluency in Cree and French is an asset.

<b>POSTING START/END DATE:</b>	2022-06-21 / 2022-07-05
<b>POSITIONS AVAILABLE:</b>	1
<b>HOUSING PROVIDED:</b>	No
<b>SHIFT TYPE:</b>	Day
<b>HOURS PER DAY/WEEK:</b>	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](mailto: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.