

ADMINISTRATIVE TECHNICIAN – COMPENSATION & BENEFITS (2101)

PERMANENT FULL-TIME

DEPARTMENT:	HR Employee Administration (730308)
WORK LOCATION:	Chisasibi or Montréal
UNION:	CSN
STATUS:	1-Permanent Full-Time
HOURLY SALARY:	Min. (I) \$24.21 - Max (II) \$32.32

SUMMARY OF THE POSITION

Person who performs work related to personnel management, financial management, work organization and planning for the execution of complex administrative tasks by compiling and analyzing data. This job title also includes the person who is responsible for the administrative operation of a department and who oversees the department's internal and external relations. She/he is responsible for the activities of the department's office personnel.

SPECIFIC FUNCTIONS

- Analyze and process the employee file change;
- Make the salary calculations;
- Process new enrolment, changes and termination of employees for the group insurance;
- Respond to Retraite Quebec requests (retirement, progressive retirement, death, insurance)
- Process the maternity, paternity and parental leaves requests;
- Perform tasks respecting the collective agreements;
- Support the professionals on their tasks;
- Other related tasks as assigned;

REQUIREMENTS

Education:

- Must have a diploma of college studies with specialization in Administrative Techniques or in an appropriate discipline from a school recognized by the ministère de l'Éducation du Loisir et du Sport
- This job also includes persons who, after having acquired relevant experience, obtained a certificate of college studies in Administrative Techniques;

Experience:

- Two years of relevant experience

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 French;
- Fluency in Cree is an asset;

POSTING START/END DATE:	2022/11/22 – 2022/12/06
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	No
SHIFT TYPE:	Day
HOURS PER DAY/WEEK:	7.00 / 35.00

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.