

## ADMINISTRATIVE TECHNICIAN (2101)

### TEMPORARY FULL-TIME

<b>DEPARTMENT:</b>	Material Resources-Bio-Med (500040)
<b>WORK LOCATION:</b>	Montreal
<b>UNION:</b>	CSN
<b>STATUS:</b>	2- Temporary Full-Time
<b>HOURLY SALARY:</b>	Min. (1) \$24.21 - Max (12) \$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

- Compiling and assisting in identifying local training needs;
- Coordinating the logistics of employees and suppliers;
- Act as liaison with CMC's local management;
- Assist in asset management and work order assignment;
- Assist in compiling and maintaining standardizations;
- Coordinates the implementation of new information systems: electronic timesheets, sending authorized banked time of employees to regional for processing, WeHoop, staffing & recall-related tasks, etc;
- Assist in administrative tasks such as scheduling of meetings of team meetings, SCME, note-taking, report to regional on summary of meetings;
- Super User on various systems.

### REQUIREMENTS

Education:

- Must have a diploma of college studies with a 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 routine office work, administrative theory, systems, techniques and practice;
- Good working knowledge of computer applications, especially Microsoft Office (Word, Excel and Powerpoint), Virtuo is an asset;
- Knowledge and management of MSSS biomedical software is an asset;
- Be able to work under pressure;
- Excellent communication skills, both written and oral;
- Well organized;
- Teamwork capabilities;
- Autonomous, flexible and discrete;



- Practical, proactive and attentive to detail.

Language:

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

Other:

- May be occasionally required to work outside regular hours when requested.

<b>POSTING START/END DATE:</b>	2023/01/25 – 2023/02/08
<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.