



## ADMINISTRATIVE OFFICER CL. 2 (5315)

PERMANENT FULL-TIME

|                       |                                  |
|-----------------------|----------------------------------|
| <b>DEPARTMENT:</b>    | Material Resources (732105)      |
| <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 performs a set of administrative or managerial tasks according to the established complex methods or procedures or she changes them as needed. She exercises mainly and usually responsibilities related to the development and processing of files or data requiring specific knowledge. She may also perform tasks falling under the secretarial sector.

### SPECIFIC FUNCTIONS

- Plans schedules for office cleaners and security team;
- Monitors, receives and processes maintenance requests at the department;
- Orders materials through RGS and internal requests;
- Ensures the daily administrative tasks of the department;
- Support the transit team;
- Any other work-related request by the supervisor.

### REQUIREMENTS

Education:

- Must have a High School Diploma

Knowledge and Abilities:

- Good knowledge of routine office work;
- Good knowledge of Computerized system;
- Autonomous, flexible and discrete;
- Practical and attentive to detail;



- Excellent communication skills (both written and spoken);
- Team work capabilities;

Language:

- Fluent in English;
- French or Cree as an asset.

|                                |                         |
|--------------------------------|-------------------------|
| <b>POSTING START/END DATE:</b> | 2023/01/20 – 2023/02/03 |
| <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.