

Experience

- Three to five years of relevant work experience.

Language

- Fluency in English and French.
- Fluency in verbal Cree is an asset.

Knowledge and Abilities

- Strong communications and interpersonal skills.
- Strong attention to details and customer services skills.
- Strong administrative and organizational skills.
- Proven ability to coordinate multiple tasks and respect deadlines.
- Strong judgment and problem-solving skills.
- Ability to work independently and in a team environment.
- Proficiency in Microsoft Office.

Additional Requirements

- Willingness to travel occasionally.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From June 18, 2018 to July 2, 2018

Application

Your application must be sent by email with the competition number: **CWSD-180605-1**

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