



Career Opportunity: Receptionist/Secretary

Qualifications:

Education

- High School Diploma.

Experience

- One to three years of relevant work experience.

Language

- Written knowledge of English.
- Fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and Abilities

- Good communication and interpersonal skills.
- Ability to work well both independently and in a team environment.
- Good organizational skills and ability to coordinate multiple tasks and respect deadlines.
- Knowledge of Microsoft Office.

Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Must agree to undergo a background check.

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 December 3, 2018 to December 17, 2018

Application

Your application must be sent by email with the competition number: **JCSD-181203-2**

Valerie Mianscum
Recruitment Officer
Email: hr@cngov.ca
Tel.: 819-673-2600