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Grand Council of the Crees (Eeyou Istchee)
Grand Conseil des Cris (Eeyou Istchee)

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Cree Nation Government
Gouvernement de la Nation Crie

Job Posting

Career Opportunity: Receptionist/Secretary

Department: Justice and Correctional Services
Salary Grade 1: (Min. \$28,016.00 – Max. \$42,024.00)

Location: Wemindji
Status: Permanent

Core Functions:

Under the general direction of the Director of Justice and Correctional Services and the immediate supervision of the Coordinator of Justice (Community/ Courts), the Receptionist/Secretary is responsible for greeting visitors and informing the appropriate justice personnel of their presence and carrying out various clerical tasks, including operating telephone and office equipment. The incumbent is also responsible for coordinating the usage of courtrooms and mediation and family conference rooms and providing support to court personnel and other groups utilizing the facility.

Functional Responsibilities:

- Answer the telephone, oversee incoming faxes and electronic inquiries received through the general electronic email of the organization and relay telephone calls, messages, faxes and electronic mails to the appropriate employee and/or department.
- Receive, record and distribute all incoming and outgoing mail and parcels according to established procedures regarding general and confidential information.
- Prepare and budget code all general invoiced for approval by the Director of Justice and Correctional Services.
- Order and keep an inventory of all office supplies.
- Assist in arranging travel schedules and reservation, code travel claims, get the appropriate approvals and send it to appropriate party.
- Assist in typing and formatting correspondence.
- Assist in compiling and preparing documents for presentations and meetings.
- Open and maintain office addresses and contact lists in Microsoft Outlook, rotary and card files.
- Support the Coordinator of Justice (Courts/Community) in regulating the inflow of clientele in secured areas of the facility during court sitting.
- Grant access to scores areas and direct visitors to the appropriate employee.
- Keep track and collect all security keys at the end of court sessions.
- Carry mail to airport, as necessary.
- Perform other related tasks as requested by the Coordinator of Justice (Courts/Community)/ Director of Justice and Correctional Services



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 January 16, 2019 to January 30, 2019

Application

Your application must be sent by email with the competition number: **JCSD-190109-2**

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