

Job Posting

Career Opportunity: Cree Membership Clerk

Department: Commerce and Industry

Salary Grade 2: (Min. \$33,059.00 – Max. \$49,588.00)

Location: Mistissini

Status: Permanent

Core Functions

The Cree Membership Clerk is responsible for providing administrative support and assistance for the services provided by the Department of Commerce and Industry (Department), such as the beneficiary registry services, the business development funds, as well as other programs and funds. The incumbent is also responsible for compiling and entering information in the departmental databases and preparing the related files for presentation or reporting.

Functional Responsibilities

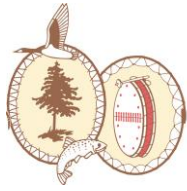
- Assist the Department with general inquiries regarding funding objectives, criteria and other related information.
- Prepare and design parallel systems regarding procedures, reports and list of beneficiaries.
- Contact different partners and information sources to compile information.
- Notify and obtain missing documents for individual's record sheets.
- Insert notices of Secretary-General when a person is assigned a beneficiary number.
- Manage, maintain and update the Cree James Bay Northern Quebec Agreement Beneficiary (JBNQA) database, such as the demographic list of the Cree Beneficiary population, the statistical data of members residing on and off communities, the business Directory and the Cree Beneficiary Registration System.
- Update and maintain online data and information sources.

Interaction/Communication Responsibilities

- Issue and ensure correspondences are maintained and documented.
- Provide assistance and training to local membership clerks and returning officers concerning status issues and elections by-laws and proceedings.

Administrative Responsibilities

- Draft, review or revise documentation or correspondence.
- Identify and assimilate any provincial, federal, Cree legislation (JBNQA- Cree Naskapi Act).
- Participate in the elaboration and improvement of ongoing projects.
- Assist the Department team in the preparation of various reports and documentation.



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Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Qualifications:

Education and Certification

- College Diploma in Office Management, Business Administration, or related field.

Experience

- One to three years of relevant work experience.

Language

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

Knowledge and Abilities

- Customer-focused and service-oriented.
- Proven ability to communicate effectively.
- Proven ability to be discreet and maintain confidentiality.
- Strong writing skills and interpersonal skills.
- Demonstrated attention to detail and accuracy.
- Proven organizational skills.
- Proficiency in Microsoft Office products.

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 January 23, 2019 to February 7, 2019

Application

Your application must be sent by email with the competition number: **DCI-190102-1**

Valerie Mianscum
Recruitment Officer
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