



Career Opportunity: Administrative Assistant

- 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
- Demonstrated attention to detail and accuracy
- Proven organizational skills
- Proficiency in Microsoft Office products

Additional Requirements

- Typical office setting where there are no unusual physical demands

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 February 17, 2020 to March 3, 2020

Application

Your application must be sent by email with the competition number: DCI-200202-1

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