

∆אל ח∨איירוא Cree Nation Government Gouvernement de la Nation Crie

Location: Mistissini

## **Job Posting**

#### **Career Opportunity: Administrative Assistant**

**Department:** Commerce and Industry

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

#### **Core Functions**

The Administrative Assistant is responsible for carrying out various secretarial, clerical and general office administration duties.

### **Functional Responsibilities**

- Assist in the administration and coordination of various Department-related activities such as setting up appointments, arranging travel schedules, making reservations, coordinating equipment and catering needs, preparing meeting notices, and recording the minutes of meetings
- Greet visitors and direct them to the appropriate person or waiting area
- Answer and coordinate responses to all administrative inquiries received by the office
- Confirm receipt of all quarterly department reports and assist in the preparation of department's annual report
- Assist in preparing, editing, and formatting material
- Process invoices and claims or other budget documents
- Enter data into spreadsheets and/or databases for reporting purposes
- Keep an inventory, maintain and assist with the trial and evaluation of office equipment and supplies
- Maintain an efficient and effective database and filing system

#### **Other Responsibilities**

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

#### **Education and Certification**

High School Diploma with additional training in Office Administration

#### **Experience**

One to three years of relevant work experience

#### Languages

- Fluency in verbal Cree
- Fluency in English



# **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

Valerie Mianscum Recruitment Officer Email: <u>hr@cngov.ca</u>

Tel.: 819-673-2600