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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

**Department:** Justice and Correctional Services  
**Salary Grade 1:** (Min. \$31,767.00 – Max. \$42,410.00)

**Location:** Wemindji  
**Status:** Permanent

#### Core Functions

The Receptionist is responsible for the reception desk and the accomplishment of secretarial duties.

#### Functional Responsibilities

- Oversee all the Cree Nation Department of Justice and Correctional Services incoming correspondences by providing general information and/or relaying them to the appropriate employee and/or department (i.e. answering phone calls, in-persons inquiries, emails, faxes and messages).
- Greet visitors and determine whether they should be given access to the department offices and/or specific individuals.
- Maintain office addresses and contact lists.
- Assist in processing travel claims, typing and formatting documents, entering data and filing.
- Ensure that public areas are accessible at regular office hours and are secure after office hours.
- Ensure that public areas are properly maintained.

#### Other Responsibilities

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

#### Education

- High School Diploma.

#### Experience

- One year or less 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.



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- Ability to communicate effectively.
- Ability to be discreet and maintain confidentiality.
- Attention to detail and accuracy.
- Organizational skills.
- Proficiency in Microsoft Office products.

### 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 July 22, 2020 to August 8, 2020

### Application

Your application must be sent by email with the competition number: **JCSD-200702-1**

Valerie Mianscum  
Recruitment Officer  
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