

Career Opportunity: Data Technician

Administrative Responsibilities

- In collaboration with the DCI staff, collect and assemble the annual report for the department.
- Assist the DCI team in the preparation of various reports and documentation.
- Draft, review or revise documentation or correspondence.
- Participation in the elaboration and improvement of ongoing projects.

Other Responsibilities

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

Education

- 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.

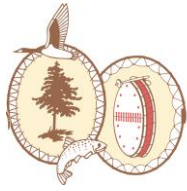
Additional Requirements

- Typical office setting where there are no unusual physical demands.
- 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 December 11, 2020 to January 8, 2021



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Application

Your application must be sent by email with the competition number: **DCI-201201-2**

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