

∆Ad NVA"רול Cree Nation Government Gouvernement de la Nation Crie

Location: Mistissini

Status: Permanent

Job Posting

Career Opportunity: Secretary

Department: Apatisiiwin Skills Development

Salary Grade 2: (Min. \$35,737.00 – Max. \$47,709.00)

Core Functions

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

Functional Responsibilities

- Oversee the department's incoming and outgoing correspondences by providing general information and/or relaying them to the appropriate employee and/or department (i.e. answering phone calls, in-person inquiries, emails, faxes and messages).
- Greet visitors and determine whether they should be given access to the department offices and/or specific individuals.
- Administer and coordinate 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.
- Maintain office addresses and contact lists.
- Order office supplies and promotional materials for ASD offices.
- 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.

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 April 7, 2021 to April 23, 2021

Application

Your application must be sent by email with the competition number: ASD-210401-1

Valerie Mianscum Recruitment Specialist Email: hr@cngov.ca

Tel.: 819-673-2600