



Career Opportunity: Secretary

- 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**

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