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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: Administrative Assistant

**Department:** Child and Family Services

**Location:** Mistissini

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

**Status:** Temporary One Year Contract

#### Core Functions

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

#### Functional Responsibilities

- Answer phone calls and direct calls to appropriate parties or take messages.
- 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.
- Assist in organizing the departmental activities with respect to evaluations and the measurement of results, targets for programs and services delivered.
- 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.

#### Qualifications

- High School Diploma with additional training program of at least one year in Secretarial studies or related field.

#### Experience

- One to three years of relevant work experience.

#### Language

- Fluency in verbal Cree.



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- 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.
- 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 April 15, 2021 to April 30, 2021

### Application

Your application must be sent by email with the competition number: **CFS-210404-2**

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