



Career Opportunity: Administrative Technician

Other Responsibilities

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

Education

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

Experience

- Three to five years of relevant work experience.

Language

- Fluency in English.
- Fluency in verbal Cree.
- Fluency in French.

Knowledge and Abilities

- Customer-focused and service-oriented.
- Strong organizational skills and ability to coordinate multiple projects.
- Excellent interpersonal and communication skills.
- Proven ability to communicate effectively.
- Proven ability to be discreet and maintain confidentiality.
- Demonstrated attention to detail and accuracy.
- Proficiency in Microsoft Office products.

Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Must be able to pass provincial and federal security screening.

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 20, 2021 to August 4, 2021

Application

Your application must be sent by email with the competition number: **JCSD-210705-1**

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