

ביב (תעבייר הבינ Cree Nation Government Gouvernement de la Nation Crie

Job Posting

Career Opportunity: Administrative Assistant

Department: Child and Family Services **Location:** Mistissini **Salary Grade 3:** (Min. \$40,698.00 – Max. \$54,331.00) **Status:** Contract (ending March 2022)

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.

Education

 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.
- Fluency in English.
- Fluency in French is an asset.



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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 October 25, 2021 to November 9, 2021

Application

Your application must be sent by email with the competition number: CFS-211003-1

Valerie Mianscum Recruitment Specialist Email: <u>hr@cngov.ca</u>

Tel.: 819-673-2600