

∆רל ח∨ריירות Cree Nation Government Gouvernement de la Nation Crie

Job Posting

Career Opportunity: Administrative Assistant

Department: Forestry **Salary Grade 3:** (Min.\$40,698.00 - \$54,331.00) **Location:** Waswanipi **Status:** Permanent

Core Functions

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

Functional Responsibilities

- 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 preparing, editing, and formatting material.
- Process invoices and claims or other budget documents.
- Enter data into spreadsheets and/or databases for reporting purposes.
- Support receptionists in their duties.
- 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:

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.

Knowledge and Abilities

- Customer-focused and service-oriented.
- Proven ability to communicate effectively.



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- 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 January 25, 2022 to February 9, 2022

Application

Your application must be sent by email or fax with the competition number: FD-220102-1

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