



Career Opportunity: Administrative Assistant

- 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**

Valerie Mianscum
Recruitment Specialist
Email: hr@cngov.ca
Tel.: 819-673-2600