



**CREE NATION OF CHISASIBI**

P.O. Box 150

Chisasibi, Quebec J0M 1E0

Tel.: (819) 855-2878 Fax: (819) 855-2875

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**JOB OPPORTUNITY**

**JOB TITLE:**            **SECRETARY**

**DEPARTMENT:**    **Cree Trappers Association**

**CORE FUNCTION:** Under the Direction and Supervision of the Special Projects Coordinator. The Secretary will perform a variety of administrative and clerical duties in support of the Cree Trappers Association Department.

**DUTIES:**

- Type correspondence on Word or Excel
- Open, sort and distribute/route incoming mail and other material (including email and faxes)
- Schedule and confirm immediate supervisor's appointment and meetings
- Answer telephone inquiries and provide general information to clients and the general public
- Send messages using fax machine and email, acknowledging receipts of inquiry or payments
- Photocopy and collate documents for distribution, mailing and filing
- Set up and maintain information filing system
- Greet visitors, ascertain nature of business and direct to the appropriate person
- Organize and attend monthly C.T.A. Board meetings to take minutes
- Prepare the minutes of the meetings
- Prepare routine correspondence
- Make reservations for the conference rooms when needed

9/8/2023



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- Arrange travel schedule and make reservations for C.T.A. personnel
- Prepare requisitions for supplies and materials
- Compile data, statistics and other information
- Prepare routine reports – monthly and yearly
- Prepare weekly debit report
- Review and proofread outgoing documents and correspondence to ensure grammatical usage
- May sort, process and verify applications, receipts, expenditures, forms and other documents in accordance with established procedures, guidelines and schedules
- Assist with the Gas Certificate preparation and distribution
- Assist with the coordination of helicopter flights
- Will take payments for Regional and Local C.T.A. membership and merchandise
- May perform other general office work as required by immediate supervisor

**EMPLOYMENT CONDITIONS AND EDUCATIONAL REQUIREMENTS:**

- Must have Secondary Five Diploma
- College diploma in secretarial studies or similar field
- Performed similar tasks in a public/local government environment
- Work experience in a computerized environment - essential
- Must possess strong administrative and organizational skills
- Must be able to write and speak English, fluency in Cree/French are a definite asset
- Ability to work well under pressure and independently with minimum supervision

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- Must have a high sense of confidentiality
- Must have a driver's license
- Must be able to work nights, weekends and holidays
- Must have extensive knowledge of the Cree Territory

**EMPLOYMENT CONDITIONS:**

- Permanent full-time
- 35 hours per week

**SALARY RANGE:**

- Minimum \$38,256.40 – Maximum \$47,684.00

**PLEASE NOTE: when submitting your resume, please include copies of all Diplomas, Certificates, Valid Driver's License and Indian Status Card. All applicants must agree to perform a criminal background check.**

**For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.**

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

**Barbara Spencer  
Director of Human Resources  
Cree Nation of Chisasibi  
P.O. Box 150  
Chisasibi, Quebec  
J0M 1E0**

Or via email to: [jobposting@chisasibi.ca](mailto:jobposting@chisasibi.ca)

**Posting Date:  
End of Posting:**

**\*Applications will not be accepted after 5 PM \***