



## **CREE NATION OF CHISASIBI**

**P.O. Box 150  
Chisasibi, Quebec J0M 1E0  
Tel.: (819) 855-2878 Fax: (819) 855-2875**

# **\*SECOND POSTING\* JOB OPPORTUNITY**

**TITLE: Secretary – Economic Development Department**

### **CORE FUNCTION:**

Under the direct supervision of the Economic Development Officer, the Secretary plays a key role in providing administrative support for the Economic Development Team. This position involves a combination of general administrative tasks and specific responsibilities related to economic development. The Secretary ensures smooth operations of the daily tasks and contributes to the efficiency of the Economic Development Department.

### **RESPONSIBILITIES:**

- Responsible for maintaining the official correspondence by registering the incoming and outgoing correspondence.
- Responsible for duties such as typing, responding to emails, printing, scanning, faxing, answering incoming calls and taking messages, receiving, and responding to general inquiries.
- Dealing with administrative matters and issues brought to his/her attention in the absence of appropriate personnel in the department.
- Responsible for preparing:
  - requisitions for purchase of supplies, materials and services required.
  - backup payments.
  - documents, reports, draft letters, and other correspondence (when requested).
  - Photocopy and collate documents for distribution



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- Assist the team in the preparation of public notices, bulletins, and announcements, when required.
- Compile data: statistics and other information related to the Economic Development field.
- Must be able to work with Microsoft Word and Excel.
- Manage calendars for team members, scheduling appointments, meetings, conference calls, and zoom meetings.
- Book meeting rooms and catering if required for the event. Ensure all necessary resources are available.
- Draft, proofread and edit emails, reports and other written communications within the department.
- Respond to inquiries and correspondence promptly and professionally.
- Coordinate travel arrangements, including flights, accommodations, and transportation.
- Prepare documents and materials for presentations and agendas for meetings.
- Maintain a well-organized filing system.
- Ensure documents are easily retrievable, accessible and adhere to record-keeping policies.
- Provide support to the department in various special projects such as budget preparations, verify applications, receipts, expenditures, forms and other documents with established procedures, guidelines and schedules.
- Will perform any other duties as requested by the immediate supervisor.



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### **REQUIREMENTS:**

- High School diploma or equivalent, additional education or certification in administrative is an asset.
- Minimum of 2 to 3 years relevant experience in the field or a similar role.
- Exceptional written and verbal communication skills.
- Proficiency in Microsoft Word and Excel.
- Strong organizational and multitasking abilities.
- Ability to handle sensitive and confidential information.
- Ability to work collaboratively in a dynamic, fast-paced environment.
- Speaks English, Cree and French an asset.

### **EMPLOYMENT CONDITIONS:**

- Regular full-time 35 hours per week
- Must be willing to work, nights and weekends
- Complete range of fringe benefits.
- Salary range: Min - \$45,000 to \$65,000

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



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**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.**

**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: April 17, 2024**  
**End of Posting: April 30, 2024**

**\*APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM\***