



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: **ADMINISTRATIVE ASSISTANT**

DEPARTMENT: **RECREATION AND LEISURE**

CORE FUNCTION: Under the direct supervision of the Director of Recreation and Leisure, the Administrative Assistant will be will perform a variety of administrative duties and clerical duties. Tasks include the following: answers telephone, makes appointments and receives clients, coordinates meetings, manages calendars, prepares requisitions, etc. He/she types correspondence and other data.

RESPONSIBILITIES:

- Type correspondence on Word, Excel, Publisher, PowerPoint, and some knowledge of Canva
- Open, sort and distribute/route incoming mail and other material
- Schedule and confirm immediate supervisor's appointments and meetings
- Act as a liaison between executives and staff/clients
- Answer telephone inquiries and provide general information to clients and the public
- Relay telephone calls
- Send messages using fax machine, emails, Inbox, etc.
- Photocopy and collate documents for distribution, mailing and filing (digital and physical)
- Set up and maintain information filing system
- Greet visitors, ascertain nature of business and direct to the appropriate person
- Prepare meetings, participate in meetings and take minutes



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- Research and summarize data or briefing materials arrange immediate supervisor's travel schedules and make reservations
- Prepare routine correspondence
- Prepare requisition for supplies and materials or back-up for payment
- Handle expense reports and reimbursements
- Order office supplies and managing vendor relationship
- Compile data, statistics and other information
- Prepare routine reports
- Follow up on tasks, deadlines, and delegated assignments
- Manage sensitive or confidential information
- Draft, review and proofread outgoing documents and correspondence to ensure grammatical usage
- May assist other Recreation and Leisure Coordinators when necessary
- May sort, process and verify applications, receipts, expenditures, forms and other documents in accordance with established procedures, guidelines and schedules
- May perform other general office work as required

Working Conditions and Educational Requirement:

- High School Diploma and or college certificate in 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 have excellent computer skills
- Must be able to write and speak English, fluency in Cree/French are a definite



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asset

- Ability to work well under pressure and independently with minimum supervision
- Must have a high sense of confidentiality
- Full-time 35 hours per week
- Might have to work weekends, evenings, holidays

SALARY RANGE

Minimum: \$45,500 Maximum: \$60,060

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

**Posting Date: October 9, 2025
End of Posting: October 27, 2025**

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 P.M.