



CREE NATION OF CHISASIBI

P.O. Box 150

Chisasibi, Quebec J0M 1E0

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

JOB OPPORTUNITY

TITLE: OFFICE CLERK - REPLACEMENT POSITION

DEPARTMENT: PUBLIC WORKS & MUNICIPAL SERVICES

CORE FUNCTION: Under the direct supervision of the Garage Manager, the Office Clerk – Municipal Garage is responsible for providing administrative, clerical and coordination support to ensure the efficient operation of the municipal garage. This role supports the daily function of vehicle and equipment maintenance, procurement, scheduling, record-keeping and communication between the garage and other departments. The incumbent plays a key role in ensuring that services are delivered safely, on time, and in accordance with the policies of the Cree Nation of Chisasibi.

RESPONSIBILITIES:

Administrative Support

- Type correspondence on Word or Excel;
- Manage and maintain the Garage Manager's calendar, schedule appointments and coordinate meetings;
- Prepare, review and distribute correspondences, memos, reports, work orders and purchase requests;
- Relay telephone calls;
- Maintain organized filing systems (physical and digital) for maintenance records, service logs, work orders and inspection reports;
- Photocopy and collate documents for distribution, mailing and filing;
- Assist in preparing monthly, Quarterly and annual reports related to garage operations;

Operations Coordination

- Track and update vehicle and equipment maintenance schedules, Inspections and service records;
- Receive, log and follow up on maintenance requests from municipal departments;
- Excellent communication skills (oral and written) in English, knowledge of Cree and or French is an asset;

20-Oct-25



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- Ability to work independently and as part of a team in a fast-paced environment;
- Strong attention to detail, accuracy and record-keeping;
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the Cree Nation of Chisasibi in a polite and professional manner when dealing with community members.
- May be required to provide assistance to other departments.
- Perform any other tasks as assigned by their immediate supervisor.

WORKING CONDITIONS:

- Standard office environment located within the municipal garage facility.
- Occasional requirement to visit garage floor and interact with mechanics and equipment
- Full-time replacement position (1 year contract); standard workweek with possibility of occasional extended hours during peak periods.
- Work experience in a computerized environment – essential.
- Ability to work well under pressure and independently with minimum supervision.
- Must have a high sense of confidentiality.
- Performed similar tasks in a public/local government environment.
- Must possess strong administrative and organizational skills

EDUCATIONAL REQUIREMENT:

- High School Diploma and or college certificate in similar field
- Knowledge of computers (Word, Excel, Publisher, PowerPoint etc.).

SALARY RANGE:

- \$22.50 per hour minimum to \$30.00 per hour maximum depending on experience



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

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, Que.
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: October 20, 2025
End of Posting: November 3, 2025

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM