



1 RIVERSIDE DRIVE
CHISASIBI, QUEBEC
BOX 150, JOM 1E0

(819) 855-2878
www.chisasibi.ca

JOB OPPORTUNITY

TITLE: OFFICE CLERK

LOCATION: PUBLIC WORKS – FIELD OFFICE

CORE FUNCTION: The Office Clerk will be under the direct supervision of the Director of Public Works, he/she will perform a variety of administrative duties and clerical duties. Tasks include the following; answers telephone, makes appointments and receives clients. He/she types correspondence and other data.

MAIN DUTIES AND RESPONSIBILITIES:

- Type correspondence on Microsoft Word, Excel and/or other computer software
- Open, sort and distribute/route incoming mail and other material
- Schedule and confirm immediate supervisor's appointments and meetings
- Answer telephone inquiries and provide general information to clients and the public
- Relay telephone calls
- Send messages using fax and email
- 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
- Prepare meetings
- Arrange immediate supervisor's travel schedules and make reservations
- Prepare routine correspondence
- Requisition for supplies and materials
- Compile data, statistics and other information
- Prepare routine reports
- 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
- May perform other general office work as required
- 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 assist in other departments

EMPLOYMENT REQUIREMENTS:

- 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 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
- Must have a high sense of confidentiality

EMPLOYMENT CONDITIONS:

- Temporary (full-time) on-contract
- 35 hours per week

SALARY:

- Salary Range: minimum \$38,911.60 to maximum \$58,458.40 annually, depending upon experience and qualifications



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: April 2, 2026
End of Posting: April 20, 2026

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM