



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

(819) 855-2878
www.chisasibi.ca

JOB OPPORTUNITY

TITLE: OFFICE ASSISTANT

DEPARTMENT: HUMAN RESOURCES

CORE FUNCTION: Under the direct supervision of the Director of Human Resources, the Office Assistant provides a wide range of administrative and clerical support services to the Human Resources Department. Responsibilities include answering telephone calls, scheduling appointments, greeting and assisting employees, applicants, and visitors, and responding to general inquiries. He/she assists with maintaining employee records, preparing correspondence, processing HR-related documentation, coordinating appointments, and providing professional customer service to employees and the public. The Office Assistant is responsible for ensuring that all personnel information and records are handled accurately, confidentially, and in a timely manner.

DUTIES AND RESPONSIBILITIES:

- Provide clerical and administrative assistance to Human Resources staff.
- Prepare, type, format, and distribute correspondence, reports, forms, and other documents.
- Maintain filing systems, both electronic and paper-based.
- Receive, sort, and distribute incoming mail and correspondence.
- Answer telephone calls, respond to inquiries, and direct calls to appropriate personnel.
- Greet and assist employees, applicants, and visitors.
- Prepare requisition for supplies and materials;
- Create, maintain, and update employee files and HR databases.
- Ensure personnel records are complete, accurate, and confidential.
- Assist with the collection and filing of employment-related documents, including contracts, evaluations, and training records.



- Monitor document retention and filing procedures in accordance with organizational policies.
- Assist with posting job vacancies and receiving applications.
- Prepare interview schedules and coordinate appointments.
- Contact applicants regarding interviews and employment documentation.
- Assist with onboarding activities and the preparation of new employee packages.
- Ensure all required hiring forms are completed and filed.
- Perform accurate data entry into HR information systems and spreadsheets.
- Compile information and prepare routine reports and statistical data as requested.
- Maintain attendance, training, and personnel records.
- Schedule meetings and prepare meeting materials.
- Assist with special projects and departmental initiatives.
- 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 other related duties as assigned by immediate supervisor.

EMPLOYMENT REQUIREMENTS:

Education

- High School Diploma or equivalent required.
- Administrative Assistant, Office Administration, Business Administration, or related training is considered an asset.
- Have 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 and Cree, French is a definite asset;



Experience

- Minimum two (2) years of clerical, administrative, or office experience.
- Experience working in a Human Resources environment is considered an asset.

Knowledge, Skills, and Abilities

- Knowledge of general office procedures and administrative practices.
- Strong organizational and time-management skills.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- Strong data entry and record-keeping skills.
- Ability to work independently and as part of a team.
- Strong attention to detail and accuracy.
- Demonstrates effective interpersonal and communication skills;

EMPLOYMENT CONDITIONS:

- Full-time 35 hour per week
- Must be willing to work evenings, weekends and holidays

SALARY RANGE:

- \$38,911.60 minimum to \$58,458.40 maximum annually – depending on experience and qualifications

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, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: June 18, 2026
End of Posting: July 6, 2026

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM