1 RIVERSIDE DRIVE
CHISASIBI, QUEBEC
BOX 150, J0M 1E0

(819) 855-2878
www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

JOB OPPORTUNITY

TITLE: **OFFICE ASSISTANT (Part-time)**

DEPARTMENT: **RECREATION AND LEISURE**

CORE FUNCTION: Under the supervision of the director of Recreation & Leisure but more specifically, the direct supervision of the Sport Tournament & Recreation Event Coordinator, the office assistant will perform a variety of administrative and clerical duties. Tasks include the following: answers telephone, make appointments and receive clients, prepare posters, take registrations, etc. he/she types correspondence and other data.

DUTIES AND RESPONSIBILITES:

- Type correspondence on Word, Excel, Power Point
- Design posters using Publisher or Canva
- Open, sort and distribute/routine incoming mail and other material
- Answers telephone inquiries and provides general information to clients and the public
- Relay telephone calls, take messages, send fax, emails, inbox, etc.
- Photocopy and collate documents for distribution, mailing and filing
- File documents
- Greet visitors, ascertain nature of business and direct to the appropriate person
- Take registration and maintain and updated participation list
- Prepare meeting agendas, make travel arrangements, book catering & venues, etc.
- May be requested to take minutes at meetings
- Prepare routine correspondence
- Prepare requisitions
- May be required to assist other coordinators within the Recreation and Leisure Dept.

- Compile data, statistics and other information upon request
- Prepare routine reports
- Review and proofread outgoing documents and correspondence to ensure grammatical usage
- Will be responsible for collecting and transporting money and submitting reports to the CNC finance department
- Perform other related duties as may be assigned from time to time by the immediate supervisor.
- 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.

EMPLOYMENT REQUIREMENTS:

- Must possess good organizational skills
- Must have a High School Diploma
- Must be able to write and speak English and Cree, French is a definite asset.
- Must be reliable and punctual
- Must have knowledge with computer programs such as Microsoft Excel and Word, Canva
- A driver's license is an asset
- First Aid/CPR certification or willingness to obtain
- Must be available during evenings, weekends

EMPLOYMENT CONDITIONS:

- Part-time/on contract (25 hours per week)
- Willing to work evenings, weekends, and holidays.

SALARY RANGE:

- Salary range: $20.00 per hour

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: **November 17, 2026**
End of Posting: **November 30, 2026**

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM