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Cree Nation Government
BOARD OF COMPENSATION
Gouvernement de la Nation Crie
BUREAU D'INDEMNITÉ

203, Opémiska Meskino, P.O. Box 1166, Oujé-Bougoumou (Québec) G0W 3C0
Tél.: (418) 745-3931 Fax: (418) 745-3844

Cree Compagnie
Regional des entreprises
Economic Cries
Enterprises de développement
Company économique
(Cree Co.) (Cree Co.)
Inc. inc.



Employment Opportunity

Job Posting #BOC-CCO 2024-01AA

Position:

- Administrative Assistant

Location:

- Ouje-Bougoumou (QC)

Status:

- Full-time (35 hours a week), permanent
- Position is open to all, with a preference to Cree beneficiaries of the JBNQA

The Board of Compensation and the Cree Regional Economic Enterprises Company (CREECO) Inc. are currently seeking an experienced individual for the position of **Administrative Assistant**. Under the supervision of the People and Office Manager, the Administrative Assistant ensures the smooth and efficient operation of the Board of Compensation (BOC) and CREECO. The Administrative Assistant helps carry out general administrative and operational activities in a timely manner.

Key responsibilities

Administrative support

- Provide administrative support to the BOC-CREECO and subsidiaries
- Review and answer all correspondence, general email, and phone calls or forward to the appropriate person
- Maintain the BOC-CREECO's list of contacts
- Book meeting rooms and take meeting minutes as required
- Arrange travel and accommodations
- Manage stock and prepare purchase orders
- Prepare presentations and reports as assigned
- Create and maintain files and filing of new information
- Greet guests, ascertain the nature of their visit, and direct them to the appropriate person
- Respond to inquiries of a general nature
- Help with in-house and external events
- Perform any other related tasks to ensure the continuous professional operations of the office and subsidiaries

Communication

Internal communications

- Collaborate closely with all the BOC-CREECO's members and employees through administrative support and travel arrangements

External communications

- Interact with external stakeholders through greeting guests of the office and communication through CREECO's general information email



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Qualifications

Education

- High school diploma
- Professional diploma or technical education would be considered an asset

Experience

- 1 to 2 years of relevant experience

Knowledge

- Solid knowledge of office procedures
- Good computer literacy
- Proficient with office management software like Microsoft Office (Excel, Word, etc.)

Skills

- Excellent written and oral English language skills
- Strong customer focus
- Ability to establish good relationships
- Rigour and attention to detail
- Excellent organizational and priority skills
- Ability to multi-task
- Sense of confidentiality and integrity
- Team player
- Effective communication skills, both spoken and written English, Cree and/or French would be an asset

Work conditions

Physical effort

- Static position at a computer workstation

Physical work environment

- Mostly in physical presence at the office of Oujé-Bougoumou

Salary Range

- From \$46,000 to \$63,300

Deadline and Application Submission

Send letter of application with resume/CV on or before **August 19, 2024 at 5:00 p.m.** to:

Albert Rondeau, Chief Operating Officer, Board of Compensation/CRECO

203-B Opemiska Meskino, Box 1166, Ouje-Bougoumou (QC) G0W 3C0

Or VIA EMAIL: emark@boc-creco.ca with subject line: **Job Posting #BOC-CCO 2024-01AA**