EMPLOYMENT OPPORTUNITY - 2nd Posting

Job title:	Administrative Assistant	**Posting #:**	**BOC-202603**
Report to:	People and Office Manager	**Department:**	Administration
Head Office:	Ouje-Bougoumou, Qc	**Work Location**	Ouje-Bougoumou, Qc

Job purpose

Brief explanation of the main purpose of the job that justifies its existence and the expected results.

The Administrative Assistant provides high-level administrative and operational support to the Board of Compensation (BOC) and the CREECO group by coordinating administrative activities, managing meeting logistics, and maintaining accurate records.

The incumbent plays a key role by handling a variety of tasks, such as managing schedules, coordinating meetings, preparing correspondence, maintaining filing systems, and supporting team members with administrative requests.

The position requires good organizational skills, sound judgment, discretion, initiative, and the ability to manage multiple priorities in a fast-paced environment while delivering professional service to internal and external stakeholders.

2. Key responsibilities

Critical responsibilities of the job in their order of importance and by dimension.

Administrative support

- Coordinate day-to-day administrative operations and assist all departments
- Oversee daily administrative procedures, maintain physical and digital filing systems, and track inventory for office supplies
- Review and answer all correspondence, general email, and phone calls or forward to the appropriate person, taking the urgency of the correspondence into consideration.
- Manage multiple calendars, list of contacts, meetings and scheduling priorities
- Arrange all business travel including booking meeting space
- Prepare professional correspondence, presentations, reports and meeting material including taking minutes of meetings when required
- Greet clients and visitors, ascertain the nature of their visit, and direct them to the appropriate person
- Assist with in-house projects and external events
- Perform any other related tasks to ensure the continuous professional operations of the office and its group of companies.

3. Supervision

Type of supervision normally offered in the job to ensure proper execution of responsibilities.

- Report to the People and Office Manager
- No supervisory responsibilities

4. Communication

Nature of internal and external communications related to the job (complexity, frequency, and level of stakeholders).

General:

- Manage, screen, and direct incoming phone calls, mail, and emails. Prepare, key in, and edit correspondence and reports

Internal communications

- Collaborate effectively with all board members and team members through administrative support and tracking deadlines and follow-up items

External communications

- Interact with external stakeholders through greeting guests of the office and communication through BOC-CREECO's general information email or social media.

5. Qualifications

Education, experience, knowledge, and skills required for the job.

- Position is open to all, with a preference to Cree beneficiaries of the JBNQA

Education

- College diploma (DEC) in Office Administration, Business Administration or related discipline
- Equivalent combination of education and experience may be considered

Experience

- 3 to 5 years of relevant experience

Knowledge

- Advanced proficiency in Microsoft Office 365, including Outlook, Word, Excel and PowerPoint.
- Experience coordinating calendars and travel arrangements.
- Knowledge of modern office administration practices.
- Experience maintaining confidential information.
- Experience using virtual meeting platforms

Skills

- Exceptional organizational and time-management skills.
- Strong judgment and ability to handle confidential information.
- Strong multitasking abilities with minimum supervision.
- Strong initiative and problem-solving abilities.

- Excellent attention to detail and accuracy.
- High level of professionalism and discretion.
- Excellent interpersonal and customer service skills.
- Ability to anticipate needs and proactively resolve issues.
- Ability to work effectively in a fast-paced environment.
- Ability to collaborate effectively with executives, Board members and team members
- Strong communication skills, both spoken and written English, Cree and/or French would be an asset.

5. Work conditions

Physical effort as well as physical work environment of the job.

Physical effort

- Static position at a computer workstation

Physical work environment

- Physical presence at the office of Oujé-Bougoumou

Salary Range

- $46,000 to $63,300

POSTING PERIOD

POSTING PERIOD: September 17, 2026 to October 2, 2026

Email your resume and address cover letter to **BOC Executive Committee:**

- **jobs@boc-creeco.ca**

Note:

- Only qualified applicants meeting the requirements will be contacted.