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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 2024-03

### Position:

- People and Office Manager

### 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 **People and Office Manager**. Under the supervision of the Chief Operating Officer, the People and Office Manager contributes to achieving organizational objectives by managing talent and deploying practices that are aligned with the Board of Compensation (BOC) and CREECO's culture and vision. The incumbent is responsible of the Administration team and offers advice on people solutions when new and complex issues arise. This multifaceted role encompasses a range of responsibilities aimed at managing both the operational aspects of the office and the well-being and development of the employees to promote an engaging work environment.

### Key responsibilities

#### Team leadership

- Provide leadership and direction to the Administration team, including setting clear goals, objectives, and expectations to motivate and inspire employees to achieve their best performance
- Review submitted timesheets by employees and vacation requests

#### Performance management

- Advise managers on managing employee performance through regular feedback, coaching, and performance evaluations
- In collaboration with the Chief Operating Officer (COO), prepare reports for the management team on people results and offer recommendation to address gaps
- Update and review job descriptions in collaboration with managers, as required

#### Office management

- Manage office resources, including budget, supplies, and equipment, to ensure efficient and effective operations
- Ensure compliance with health and safety regulations and create a safe work environment for all employees

#### Communication

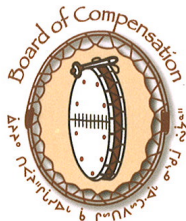
- Facilitate communication and coordination among office employees and other teams within the organization
- Share information, coordinate activities and foster collaboration to achieve common goals
- Develop internal communications to foster a positive and informed organizational culture
- Manage all social media presence by developing content aligned with the organization's values and objectives
- Manage and recommend allocation of budget for public relations and events
- Coordination of the Annual assembly and of other events as needed

#### Employee development

- Support the professional development of employees by identifying training needs, providing learning opportunities and encouraging skill development and career advancement
- Maintain professional and technical knowledge by attending educational workshops and conferences, reviewing professional publications and establishing professional networks through participation in industry associations and forums

#### Workplace culture

- Foster a positive and inclusive workplace culture that values diversity, respect and collaboration



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- Address conflicts, mediate disputes, facilitate discussions and implement solutions to improve workplace relationships and morale

#### **Recruitment and onboarding**

- Oversee the recruitment process, including sourcing candidates, organizing interviews and making hiring recommendations to the Executive Committee
- Responsible for onboarding new employees, ensure they have the necessary training and resources to succeed in their roles

#### **Strategic planning**

- Contribute to the development and implementation of office and organizational strategies, goals and initiatives
- Provide input on strategic decisions and help align office operations with broader organizational objectives

### **Communication**

#### **Internal communications**

- Assume a first line advisory role for managers and employees of the organization on a variety of sensitive topics
- Have a pivotal role for information sharing within the organization

#### **External communications**

- Represent BOC and CREECO externally through social media platforms and events

### **Qualifications**

#### **Education**

- Bachelor's degree in human resources or relevant field

#### **Experience**

- 5 to 8 years of relevant experience
- Previous people management experience

#### **Knowledge**

- Good knowledge of employment law and regulations
- Good computer literacy
- Good knowledge of social media and their functionalities
- Proficient in Microsoft Office

#### **Skills**

- Demonstrated coaching, facilitation, and relationship management skills

- Proven ability to partner with a variety of stakeholders, an ability to listen and to build confidence, interacting with people at all levels of the organization with tact, diplomacy and in a professional manner
- Develop and motivate people and foster a positive work environment
- Excellent written and oral English language skills
- Rigour and attention to detail
- Good organizational and priority skills
- High sense of confidentiality and integrity
- Team player
- Good 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 \$79,400 to \$109,100

### **Deadline and Application Submission**

Send letter of application with resume/CV on or before **September 25, 2024 at noon (12PM)** to:  
**Albert Rondeau, Chief Operating Officer, Board of Compensation/CREECO**

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

Or VIA EMAIL: [emark@boc-creeco.ca](mailto:emark@boc-creeco.ca) with subject line: **Job Posting #BOC-CCO 2024-03**