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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

**Position:** General Assistant/Receptionist **Location:** Ouje-Bougoumou (QC) **Status:** Full-time, Permanent

The Board of Compensation and the Cree Regional Economic Enterprises Company (CREECO) Inc. are currently seeking an experienced individual for the position of **General Assistant/Receptionist**. Under the supervision of the Office Manager, the General Assistant/Receptionist is responsible for receiving, recording and dispatching all communications as well as performing clerical, secretarial and technical functions

### GENERAL RESPONSIBILITIES AND DUTIES INCLUDE:

- Provides general administrative support and assists the Board of Compensation and CREECO;
- Creates and maintains files and filing new information;
- Arranges travel for Board members and staff;
- Greets guests, ascertains the nature of their visit and directs them to the appropriate persons;
- Answers telephone calls, route the calls or conveys the messages to the appropriate person;
- Maintains a directory of contacts;
- Responsible for the outgoing and incoming mail;
- Receives and forwards faxes and email messages;
- Performs routine clerical duties such as copying and scanning materials, correspondence and other material required for meetings as well a material related to the Board of Compensation and CREECO;
- Assists the Office Manager maintain inventory of supplies required for the proper functioning of the office and meetings;
- Enters data into the computer;
- Provides secretarial support to all staff members;
- Responds to inquiries of a general nature;
- Performs any other related tasks.

### GENERAL CONDITIONS AND QUALIFICATIONS

- The successful candidate should have a Cegep diploma in the related field of business, however, an educational shortfall could be substituted with pertinent experience;
- Good organizational and communication skills;
- Excellent written and spoken English language skills;
- Cree and French would be an asset;
- To be autonomous and ability to work in a team;
- Experience with computers, knowledge of software such as Microsoft office.

Remuneration for the above position shall commensurate with qualifications and experience. Qualified Cree beneficiaries will be given preference.

Please forward application with resume on or before **August 29, 2018 at 5:00 p.m.** to:

**Mr. Rusty Cheezo, Chairman/President**  
**Board of Compensation/CREECO**

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

Or via email at [emark@boc-creeco.ca](mailto:emark@boc-creeco.ca)

*Interviews will be scheduled for September 5 & 6, 2018*