

Job Offer

Organisation

The Cree-Québec Forestry Board (CQFB) is a Québec public administration organization. It was created in 2003, following the signing of the Agreement concerning a new relationship between the Québec Government and the Crees of Québec (Paix des Braves). The parties, who negotiated the Agreement, agreed to the creation of the Board to promote close consultation with the Crees during the various stages of planning and management of forest activities, in order to implement the Adapted Forestry Regime.

The historic Paix des Braves Agreement, signed on February 7, 2002, marks a new era in the relationship between Québec and the Crees. It embodies a common desire to harmoniously manage the natural resources of northern Québec in a manner that respects the Cree way of life and the development of the Cree communities on the territory.

Position: Bilingual administrative assistant

The bilingual administrative assistant performs his/her duties under the direction of the Executive Director. He or she will be responsible for coordinating and providing administrative and secretarial services, in close collaboration with the management and personnel of the Cree-Québec Forestry Board Secretariat.

Duties:

As a member of a small team, the main responsibilities of the job-holder are:

1. Assist the management and members of the Board Secretariat in the coordination and delivery of the various administrative responsibilities of the organization.
2. Produce, modify, revise and format various bilingual documents to ensure a high level of quality of Board documents.
3. Translate and coordinate the translation of texts and the formatting of bilingual documents.
4. Support the organization of Board meetings and events, including the preparation, the transmission and the management of documents and related material.
5. Receive calls, greet visitors, process mail and correspondence, manage office supplies and ensure appropriate follow-ups.
6. Maintain the filing system for electronic documents and hard copies in accordance with established procedures, including in the organization's document management system (Constellio).
7. Update, add to and manage the Board's website and reference centre (restricted section) (Wordpress).
8. Perform tasks related to the organization's accounting.
9. Act as a collaborator in the development of certain files.
10. Perform other related duties assigned by his/her superior.

Classification:

Public servant level

Equivalent: Principal Secretary (according to Québec public service classification)

Remuneration:

According to the qualifications and pay scales indicated on the Conseil du trésor (Gouvernement du Québec) website. For example, the salary range is from \$47,612 (bottom of the scale) to \$54,734 (top of the scale) as at April 2, 2019. The remuneration awarded will be increased to compensate for certain Québec public service social benefits.

Skills sought:

The capabilities and knowledge required for this post include, but are not limited to, the following:

- Hold a vocational studies diploma in secretarial studies or any other degree in business administration;
- Have a minimum of 3 to 5 years of relevant experience in a similar post or other relevant post;
- Excellent French, both oral and written;
- Excellent English, both oral and written;
- Knowledge of MS Office software (Word, Excel, PowerPoint, Outlook);
- Knowledge of Wordpress and Constellio softwares an asset.

The following personal qualities are important:

- Autonomy and organizational skills;
- Professionalism and attention to detail;
- Good interpersonal skills, ability to work in a team;
- Ability to work with precision and accuracy;
- Good verbal and written communication skills.

Type of position:

Regular – 35 hours/week

Location:

Québec City (Sainte-Foy sector)

To apply:

Interested candidates are asked to email their application before midday on January 6, 2020 to ccqf-cqfb@ccqf-cqfb.ca.

For more information about our organization, please see our website: www.ccqf-cqfb.ca.

Note: Only those candidates who pass our initial screening will be contacted. The Cree-Québec Forestry Board is an equal opportunity employer.