



EMPLOYMENT OPPORTUNITY

Secretary

No. C20-14

THE FNEC: A KEY PARTNER IN THE EDUCATIONAL SUCCESS OF FIRST NATIONS

At the FNEC, we support First Nations communities in the implementation of a full education system that respects their culture, values and identity. We take pride in being part of quality education development under complete First Nations jurisdiction in a spirit of collaboration, respect, sharing and commitment.

The FNEC is a welcoming, and inspiring working environment at the leading edge of technology where innovation is highly valued. Our team of professionals is receptive to the needs of our member communities, and successfully meets challenges with perseverance, creativity and a steadfast dedication to the organization's mission.

Employee status: Contract until March 31, 2022

Hours/week: 36.25 in winter, 32 in summer

Workplace: 95 Rue de l'Ours, Wendake

Start date: As soon as possible

Hourly wage: Between \$26.80 and \$35.57 in accordance with the FNEC's salary scale

Job description

Under the direct supervision of the department director, the secretary fulfills secretarial duties and provides administrative and technical support in administrative management and organization to the department. The secretary also provides technical support when required to attend meetings and participate in various committee activities or projects. The incumbent is required to prioritize all incoming communications, write or outline correspondence, manage and respond to e-mails and voice mail when required, redirect calls and correspondence to the appropriate people within the organization, organize meetings and take minutes, organize and supervise business trips for the department director and team, prepare files, find information, compile and submit records, follow up on delegated projects and requests, and ensure deadlines are met. The secretary also provides reliable and comprehensive logistical support for the files to which he or she is assigned.

Requirements

- College diploma in office automation with at least three years of experience OR a vocational diploma in secretarial studies with at least five years of experience
- Superior command of Microsoft Office
- Proven administrative skills including the ability to summarize, organize file follow-up and technical support, establish priorities and work within a time frame.
- Proficiency in English or French spelling and grammar and a very good understanding of the other official language of Canada
- Good administrative writing skills
- Good understanding of First Nations schools and the specific characteristics of education in First Nations communities in Quebec is considered an asset
- Familiarity with accounting software is considered an asset

Working conditions

We offer competitive working conditions: group insurance, pension fund, Christmas holidays, flexible cultural holidays, three weeks' annual vacation, sick leave, telework, work schedule options, summer schedule, etc.

Application deadline: 4:00 p.m. October 23, 2020

To ensure services meeting the needs of member communities are provided by qualified staff representative of the population it serves, the FNEC promotes staffing in the following order: 1) FNEC employees, 2) First Nations members from FNEC-member communities, 3) members of other First Nations, 4) Indigenous peoples, 5) other applicants.

Please send your application by mail, email or fax to the FNEC at:

95 Rue de l'Ours, Wendake, Quebec G0A 4V0

Email: ressourceshumaines@cepn-fnec.com Fax: 418-842-9988

For the complete job description, call us at 418-842-7672 or email us at the above address.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.

TO SEE MORE JOB OFFERS FROM THE FNEC AND OTHER FIRST NATIONS ORGANIZATIONS, VISIT OUR [JOB BANK AT ge.cepn-fnec.com](http://ge.cepn-fnec.com)