



JOB POSTING

ADMINISTRATIVE ASSISTANT

Sept-Îles ETSC

The First Nations Human Resources Development Commission of Quebec (FNHRDCQ) plays a major role in the professional and personal success of the Indigenous workforce in Quebec. We are the experts in First Nations employability, and we work with 27 community members and four Urban Service Centres in Montréal, Québec, Val-d'Or and Sept-Îles.

- You easily relate to the following quote? “A customer is the most important visitor on our premises. He is not dependent on us. We are dependent on him. He is not an interruption in our work. He is the purpose of it. He is not an outsider in our business. He is part of it. We are not doing him a favour by serving him. He is doing us a favour by giving us the opportunity to do so.”
- Mahatma Gandhi
- You are known to be dynamic, professional, sociable, autonomous and rigorous?
- You recognize yourself in the following skills: outstanding customer service, effective document classification and fluency in French?
- You want to work for an organization whose mission is the professional and human development of First Nations?
- You have experience or training in secretarial or administrative work?

If so, you may be the Administrative Assistant the FNHRDCQ is looking for! Do not miss this opportunity and send your résumé before **February 12, 2023**, at: rh@cdrhpnq.qc.ca.

Salary: According to salary scale, starting at \$42,084, based on experience

35-hour week, competitive benefits

Mandate Duration: 6 months (with possibility of extension)

Workplace: 282, boulevard des Montagnais, bureau 3, Uashat (Québec) G4R 5R2

With equal qualifications, priority will be given to First Nations. For more information, please contact the Human Resources Department at rh@cdrhpnq.qc.ca.