



COMMISSION DE DÉVELOPPEMENT ÉCONOMIQUE DES
PREMIÈRES NATIONS DU QUÉBEC ET DU LABRADOR
FIRST NATIONS OF QUEBEC AND LABRADOR ECONOMIC
DEVELOPMENT COMMISSION

Posting date: December 18, 2023
Deadline to apply: January 7, 2024

JOB POSTING

ADMINISTRATIVE SUPPORT OFFICER Job category: regular full-time position

Working at the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC) means joining a dynamic team and a stimulating work environment!

By working at the FNQLEDC, you can enjoy various benefits:

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| ▲ A competitive salary; | ▲ A monthly allowance for a cell phone plan; |
| ▲ Friday afternoons off; | ▲ Very good benefits; |
| ▲ A schedule alternating between telework and work at our office in Wendake; | ▲ Two weeks of paid vacation starting from the first year and two additional weeks during the holiday season; |
| ▲ A work environment that facilitates work-family balance; | ▲ And more! |

Salary: Gross annual starting salary is between 51 076 \$ and 54 602 \$

Workplace: 265, Place Chef Michel Laveau, bureau 200, Wendake (Quebec)

Job description

The FNQLEDC is an organization whose mission is to advise, help and support First Nations communities and individuals in achieving their socio-economic objectives.

Under the immediate supervision of the General Manager, the Administrative Support Officer supports all the organization's staff in administrative tasks and assists management in preparing governance meetings.

Governance

- Organize meetings of the Board of Directors and the Annual General Meeting and take care of all logistical tasks.
- Coordinate the travel of the members of the Board of Directors.
- Oversee the smooth running of the meetings of the Board of Directors and ensure compliance with the rules of governance (e.g., respect for deadlines in the preparation stages).
- Write reports and minutes of meetings and assemblies.

Administrative support

- Produce administrative documents of various kinds (e.g., letters, reports, procedures, presentations, etc.).
- Perform various administrative tasks such as managing correspondence and mailings, linguistic revision, document layout, managing document translation, producing and printing documents, managing contact lists, etc.
- Develop and maintain a filing system for records and files.
- Participate in recruitment activities by publishing job postings, collecting applications and scheduling interviews.
- Answer and respond to inquiries (telephone calls or emails) and welcome visitors and clients while providing unparalleled customer service.
- Act as a resource person for employees.
- Manage sensitive information confidentially.

Team support

- Organize business trips for team members.
- Support the FNQLEDC team in organizing events.
- Support the Director Finances and Operations in managing purchases of office and IT supplies: monitor inventory, keep records and ensure equipment is in good working order (in conjunction with external support).
- Support the Director Finances and Operations in tracking IT tools, licenses and needs.
- Support the team in managing collaborative workspace reservations.

Other activities and continuous improvement

- Actively participate in team meetings.
- Keep abreast of FNQLEDC projects in order to focus on achieving objectives.
- Keep up to date in areas that are liable to improve the efficiency and quality of their work.
- Always ensure harmonious communications and relations with colleagues, members, communities and their staff.
- Provide their superior with any relevant suggestions aimed at improving their work.
- Perform any other task related to their position at the request of their immediate superior.

Prerequisites

- A Diploma of Collegial Studies (DCS) in office technology or a Diploma of Vocational Studies (DVS) in secretarial work.
- Any combination of education and experience may be considered.
- Two (2) years of experience in similar roles.
- Excellent command of French both written and spoken.
- Good knowledge of English, however, bilingualism will be considered an asset.
- Advanced knowledge of the Microsoft 365 and its applications.
- Knowledge and understanding of the First Nations environment will be considered an asset.
- Availability to travel and attend and participate in meetings when required.
- All applicants must accept and consent to the submitted reference check.

Desired skills and attitudes

- Good ability to work quickly, efficiently and under pressure.
- Organization skills and ability to multi-task.
- Great communication skills.
- Professional rigour.
- Initiative, autonomy and ingenuity.
- Discretion, tact and diplomacy.
- Ability to work as part of a team.
- Flexibility and good adaptability.

Start date

- As soon as possible

Interested candidates should email their curriculum vitae and a cover letter indicating their interest in the position (required) by January 7, 2024 at 4 p.m. to the attention of :

Mr. Mickel Robertson, Director General
First Nations of Quebec and Labrador Economic Development Commission
265, place Michel Laveau, suite 200, Wendake (Quebec) G0A 4V0
Email: rh@cdepnql.org

Please note that ONLY shortlisted candidates will be contacted.

In the event of equivalent candidacies, the FNQLEDC prioritizes the First Nations in Quebec.