



**FIRST NATIONS OF QUEBEC  
AND LABRADOR HEALTH  
AND SOCIAL SERVICES  
COMMISSION**

*To accompany Quebec First Nations in  
achieving their health, wellness, culture  
and self-determination goals.*

## **JOB OFFER**

### **Administrative Assistant**

Two regular positions to be filled  
(research and health services sectors)  
35 hours per week (50% at the office and 50% teleworking)

### **Working with us means:**

**Joining a dynamic, passionate and committed team.**  
**Choosing a stimulating work environment focused on mutual support, respect and collaboration.**  
**Accessing a career full of learning and professional development opportunities.**

### **The Administrative Assistant must:**

Provide administrative support to team members to maintain the smooth running of the sector.  
More specifically, you will:

- Carry out various secretarial tasks: writing and correction of letters, arranging the layout of various documents, completion and follow-up of incoming requests, etc.
- Update various documents, lists and the filing system.
- As a super-user, support and coach employees in the use of the organization's office systems, and participate in the documentation management committee of the organization.
- Collaborate in the organization and logistical preparation of trainings, events, committees and meetings: reservations, preparation of documents, invitations, registration follow-up, etc.
- Take over the reception duties, in attendance at the office, as well as the other duties of the position when the receptionist is absent.

### **Specific responsibilities - research sector**

- Verify forms completed by external interviewers and support the preparation of their remuneration.
- Update the sector's annual planning, vacation schedules, internal and external committee boards, software access and budget decentralization.
- Conduct documentary research and ensure follow up on various conference and webinar offerings related to the sector's activities.

## Qualifications and Requirements

- Have a diploma in office automation.
- Have two years of experience in office automation or secretarial work.
- Have advanced knowledge of the Microsoft 365 Suite (superuser level).
- Knowledge and understanding of First Nations culture.
- Have the ability to communicate in one of the two official languages at an advanced level and in the other language at a functional level.

## Desired profile

- Demonstrate a good ability to work quickly and efficiently.
- Be flexible and demonstrate good adaptability.
- Be organized and know how to manage several requests simultaneously.
- Demonstrate professional rigour and thoroughness in terms of their work methods.
- Know how to work effectively as part of a team.
- Be proactive.

## Salary

The gross annual salary is between \$48,029.80 and \$59,168.20 and varies according to the candidate's experience.

## Start date

Research sector: As soon as possible

Health services sector: June

## SUBMIT YOUR APPLICATION!

Send your curriculum vitae along with a cover letter **no later than 4:00 p.m. on March 23, 2025**, to the human resources department by mail or email to:

### **First Nations of Quebec and Labrador Health and Social Services Commission**

250 Place Chef-Michel-Laveau, Suite 102  
Wendake, Quebec G0A 4V0

**Email:** [rh@cssspnql.com](mailto:rh@cssspnql.com)

*\* Only selected candidates will be contacted.*

*The FNQLHSSC prioritizes applications from the First Nations and Inuit.*

