



JOB OFFER

Reception Assistant

Regular position
35 hours per week (100% at office)

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 Reception Assistant must:

Greet visitors and handle general phone calls and emails in addition to performing administrative and logistical tasks and providing administrative support to the communications department. More specifically, you must:

- Welcome visitors, answer telephone calls, provide required information, and direct people to appropriate resources.
- Manage the information email inbox, follow up on requests, and compile statistics on received requests.
- Receive, sort, distribute, and send out mail and packages.
- Process documentation centre orders (including receiving, preparing, sending out requests and tracking shipments), maintain inventory, and report restocking needs.
- Perform various administrative support tasks (filing, data entry, formatting, simple writing, photocopying, scanning, preparing meeting materials, etc.).
- Provide assistance for the use of office equipment and tools (printers, conference room booking, etc.).
- Oversee the procurement, monitoring, and inventory of printing equipment, office supplies, hygiene and cleaning products, the coffee machine, and the mailing machine.
- Prepare and distribute organizational communications (travel schedules, appointments, social events, etc.)

Qualifications and Requirements

- Diploma of vocational studies in office automation.
- One or two years of experience in office administration or secretarial work.
- Knowledge and understanding of First Nations cultures.
- Advanced knowledge of Microsoft 365.
- Excellent command of one of the two official languages and a functional level of proficiency in the other language.

Desired profile

- Excellent oral and written communication skills.
- Strong sense of ethics, discretion, and respect for confidentiality.
- Team spirit, proactivity, and adaptability.
- Ability to work efficiently, manage multiple requests, and meet deadlines.
- Rigour, attention to detail, and high-quality work execution.

Salary

The gross annual salary is between \$45,318,00 and \$55,837,60 and varies according to the candidate's experience.

Start date

As soon as possible.

SUBMIT YOUR APPLICATION!

Send your curriculum vitae along with a cover letter **no later than February 1, 2026**, 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

** Only selected candidates will be contacted.
The FNQLHSSC prioritizes applications from the First Nations and Inuit.*

