



## Job Posting

# ADMINISTRATIVE OFFICER

### ETSC of Val-d'Or

The **Administrative Officer** is responsible for carrying out general administrative tasks related to the mandate and objectives established by the Coordinator of the Employment and Training Service Centre (ETSC). The incumbent may be required to perform other related tasks.

- Do you want to work for an organization whose mission is the personal and professional development of First Nations?
- Do you have good administrative skills and can you follow established filing systems?
- Are you known for your organizational skills, attention to detail, patience, ability to follow instructions and work under minimal supervision?
- Are you comfortable working in a computerized environment?
- Do you have excellent oral and written communication skills in French and English?
- Do you have secretarial or administrative experience or training?

If so, come and discover our engaging organizational culture! Do not miss this opportunity and send your résumé before **January 24, 2024**, to: [rh@cdrhpnq.qc.ca](mailto:rh@cdrhpnq.qc.ca).

Salary conditions:	According to salary scale, 35-hour week
Mandate duration:	Permanent
Workplace:	In person (190, avenue Perrault, Val-d'Or, Qc, J9P 2H5)

*With equal qualifications, priority will be given to First Nations.  
For more information, please contact the Human Resources Department at [rh@cdrhpnq.qc.ca](mailto:rh@cdrhpnq.qc.ca).*

The First Nations Human Resources Development Commission of Quebec (FNHRDCQ)

plays a leading role in the personal and professional success of the Indigenous workforce in Quebec. We are the experts in First Nations employability, and we accomplish our mission through a vast network of 31 Employment and Training Service Centres (ETSCs) across Quebec.