



**JOB POSTING**

# ADMINISTRATIVE ASSISTANT – Sept-Îles ETSC

*The FNHRDCQ is an organization that has a major impact on the professional and personal success of the Indigenous workforce in Quebec. We are the provincial experts in First Nations employability and work with 27 member communities and 4 urban service centres.*

- ⊗ Can you easily relate to the following quote? “A client is the most important visitor to our Commission. They do not depend on us. We are dependent on them. They are not a hindrance in our work. They are the objective. They are not a stranger to our activities. They are part of it. We do not do them a favor by serving them. They do us the favor by giving us the opportunity.” - Mahatma Gandhi
- ⊗ Are you are known to be dynamic, professional, sociable, autonomous and rigorous?
- ⊗ Do you recognize yourself in the following skills: outstanding customer service, effective efficient document classification and fluency in both French and English?
- ⊗ Do you want to work for an organization whose mission is the professional and human development of First Nations?
- ⊗ Do you have secretarial or administrative experience or training?

You are probably the administrative assistant that the First Nations Human Resources Development Commission of Quebec is looking for! Do not miss this opportunity and send your resume before **October 29, 2021** to: [rh@cdrhpnq.qc.ca](mailto:rh@cdrhpnq.qc.ca)

Note: This position is a permanent full-time position and is located in Sept-Îles. With equal qualifications, priority will be given to First Nations. For more information on the position, contact the Human Resources Department at [rh@cdrhpnq.qc.ca](mailto:rh@cdrhpnq.qc.ca)

