



# INDIGENOUS CERTIFICATION BOARD OF CANADA

MAILING ADDRESS: P.O. Box 3999  
Kanesatake (Oka), Qc J0N 1E0

Tel: 604 874 7425 · [www.icboc.ca](http://www.icboc.ca)

Email: [executivedirector@icboc.ca](mailto:executivedirector@icboc.ca) & [registrar@icboc.ca](mailto:registrar@icboc.ca)

October 26, 2022

## JOB POSTING

### Pre-Assessment Administration Officer

This position is under the supervision of the Executive Director and the primary supervision of the Registrar.

#### Our Organization:

ICBOC is a national Indigenous organization offering professional certification to First Nations, Inuit and Metis Workers involved in a growing number of unregulated occupations in the health and social fields. We also provide access to culturally competent and safe education and training through our training accreditation process. Our work is rooted in four main principles: Vision-Driven, Culturally-Resonant, Worker-Centered and Professionally Relevant.

We are a small but committed team and are searching for a new member to join and support our sustained growth. Our organization is unique, and our work demands certain qualities, both on a personal and professional level. **Complete job description available on request.** Tasks and duties will be delegated on a gradual basis as the candidate demonstrates reliability and efficient work skills.

The tasks and responsibilities of the position will be carried out in an office setting, it is important that the candidate be able to demonstrate a range of qualities and competencies.

- Reliability, integrity, resourcefulness;
- Emotional Intelligence, capacity and willingness to learn;
- Well organized, detail-oriented, able to prioritise;
- Ability to multi-task and work independently with minimum supervision;
- Team player;

#### General Duties and Responsibilities:

1. General office administration,
2. Assisting with the administration of the ICBOC existing and expanded certification system,
3. Teamwork
4. Outreach/promotional team activities aimed at the ICBOC's network of stakeholders, partners and larger community of interest i.e. Annual Stakeholder Satisfaction Survey.

#### The priority requirements for this position are:

1. Office administration skills and experience.
2. Excellent computer skills – Databases and information systems such as Maximizer, Microsoft Suite (Word, Excel, PowerPoint, Outlook), publishing software (Adobe or others), Email, Internet etc...
3. Excellent writing and editing skills, must be fluent in English;
4. Superior Customer Service skills;
5. valid drivers license and vehicle;
6. willing to travel

## Qualifications

- Post-secondary Certificate or diploma in office administration or similar
- Minimum 3 years experience
- Knowledge of an Indigenous language and/or French is an asset
- The successful candidate will be subject to a six month probationary period and upon a successful evaluation receive a letter of employment.
- Priority given to Kanehsatake registered members

Salary scale: 22\$ to 26\$ per hour

This is a permanent position.

Two professional reference letters must be submitted with a curriculum vitae no later than: November 30, 2022 at 4pm to the attention of:

Kelly Gabriel, Registrar  
ICBOC  
P.O. Box 3999  
Kanehsatake (Oka), Qc  
J0N 1E0  
Or via Email: [registrar@icboc.ca](mailto:registrar@icboc.ca)

Any questions can be directed to Tess Benedict at: [adminasst@icboc.ca](mailto:adminasst@icboc.ca)

