



JOB OPPORTUNITY

Human Resources/Finance Clerk

*full time/part time
permanent - 6 months probation*

*Kanesatake Health Center
12, Joseph Swan, Kanesatake, QC*

SUMMARY OF POSITION

The Human Resources/Finance Clerk is responsible for providing technical, administrative, and logistical support to the Administration & HR Manager.

QUALIFICATIONS & EDUCATION REQUIREMENTS

- minimum High school diploma required;
- collegial studies in either Human Resources or Finance field is an asset;
- experience working in either Human Resources or Finance field is an asset.

PREFERRED SKILLS

- must have good community standing;
- strong communication skills, written & oral;
- excellent knowledge of Microsoft Office and computers;
- strong organization skills;
- ability to meet deadlines;
- knowledge of accounting software is an asset;
- knowledge of the health and social services field is an asset;
- problem solving skills;
- ability to work independently and in a team.

SALARY SCALE

As per KHC salary scale

START DATE

As soon as possible

***Priority will be given to Indigenous candidates.
Candidates must undergo a background check and sign an oath
of confidentiality.***

Submit your Resume by February 9, 2024, to:
Vanessa Nelson, Administration & HR Manager;
v.nelson@kanesatakehealthcenter.ca;
12, Joseph Swan, Kanesatake, QC, J0N 1E0