



## Job Posting

# EMPLOYMENT INSURANCE OFFICER

Kahnawake

The **Employment Insurance Officer** is responsible for supporting Employment and Training Service Centres (ETSCs) in using their Employment Insurance funds. To this end, the incumbent assesses the eligibility of the client, processes the application accordingly and refers the client to the appropriate support measure. The incumbent answers questions from ETSCs and trains relevant staff on procedures, policies and eligibility rules for Employment Insurance Part I and II of agreements. The incumbent may also be required to participate in various related administrative procedures.

- Do you understand Quebec's First Nations and Inuit realities well and want to contribute to their professional development?
- Are you familiar with the general rules of Employment Insurance and the processes involved in obtaining legal documents?
- Do you have good analytical and accounting skills so you can calculate and manage budgets effectively?
- Are you proactive in developing new initiatives, pay attention to detail and demonstrate sound judgment and autonomy?
- Do you have excellent oral and written communication skills in French?
- Do you have experience or a college diploma or a university degree in business administration, finance, accounting or another relevant field?

If so, come and discover our engaging organizational culture! Do not miss this opportunity and send your résumé before **March 15, 2024**, at [rh@cdrhpq.qc.ca](mailto:rh@cdrhpq.qc.ca).

<b>Salary conditions:</b>	According to salary scale, 35-hour week
<b>Mandate duration:</b>	Permanent
<b>Workplace:</b>	Hybrid formula

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

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

plays a leading role in the professional and personal 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.