



32 Machishteweyaa Street
Nemaska, Quebec, J0Y 3B0

Tel: 819-673-2512
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EMPLOYMENT OPPORTUNITY

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Office Registrar (replacement)
Location: 13 Lakeshore Road, Nemaska, Quebec, J0Y3B0
Salary: (\$37,492.00 min. - \$56, 238.00 max.) plus northern allowance
Closing Date: July 9, 2025
Employment Status: Contract -1 year

Summary of Position

Reporting to the Sports Complex Supervisor, the Office Registrar is responsible for all clerical and secretarial duties related to sports and recreation for the Cree Nation of Nemaska including department bookkeeping and performing secretarial duties for the management team of the department of Social Development.

Duties and Responsibilities

- Develop and maintain the membership registration database.
- Compose and/or review and edit various forms of internal and external correspondence, including memos, letters, and reports. Ensure that confidentiality of information is maintained at all times.
- Attend meetings and transcribe and distribute minutes of meetings.
- Receive, sort and distribute mail and faxes to appropriate staff members.
- Operate and maintain photocopier/fax machine and other office equipment.

Administration and Reporting Responsibilities

- Maintain inventory of supplies, equipment and merchandise. Assure that an adequate inventory of office supplies is available and order supplies as required.
- Prepare and submit financial activity reports to the management team and to the Director of the department.

Qualifications

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education

- High School Diploma.

Experience

- One year or less of relevant experience.

Languages

- Spoken fluency in Cree and English.
- Fluency in English.
- Fluency in French is an asset.

Knowledge and abilities

- Customer focused and service oriented.
- Proven ability to communicate effectively.
- Proven ability to keep information confidential.
- Working knowledge of computers and Microsoft Office products.

Working Environments

The Office Registrar works from an office in the Sports Complex and is responsible for working from 9 a.m. to 5 p.m. with one hour off for lunch. In addition, occasional overtime may be required.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
Cree Nation of Nemaska
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Nemaska, Quebec
J0Y 3B0

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