



32 Machishteweyaau Trail
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY

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

TITLE: Dispatcher/Receptionist
Location: 44 George Cheezo Road, Nemaska, Quebec, J0Y3B0
Salary: (\$37,492.00 min. - \$56,238.00 max.) plus northern allowance
Closing Date: October 15, 2025
Employment Status: Permanent, subject to 3-month probation

Summary of Position:

Reporting to the Director of Public Health and Safety, the Dispatcher/Receptionist is responsible for the answering of calls and collection of information to facilitate the dispatching of the relevant emergency responders within the department including the Fire Chief and Deputy Fire Chief. In addition, the Dispatcher/Receptionist is also responsible for organizing and monitoring all activities of the Department of Public Safety reception area, including greeting and directing all visitors and callers as appropriate.

Duties and Responsibilities

Functional responsibilities:

- Receive and gather information from emergency and non-emergency telephone requests for ambulance/emergency medical assistance.
- Receive requests for pre-scheduled/non-emergency ambulance transportation.
- Receive requests for animal control services.
- Ensure the caller is connected with the relevant party who can address their needs, whether urgent or not.
- Act as a representative of the department. Welcome guests and respond to inquiries by telephone, e-mail, or in person. Take messages and refer inquiries to the appropriate person(s) as required.
- Manage the schedule of all meeting rooms in the fire station and ensure that rooms are properly set-up prior to all scheduled meetings.

Administration and reporting responsibilities:

- Ensure adequate levels of inventory of office supplies are available. Upon Director's approval, place orders.
- Maintain proper file management of documents in order to ensure efficient retrieval of information.
- Help the First Responders Coordinator prepare the monthly report concerning the nature of calls received.

Additional responsibilities:

- Maintain up-to-date knowledge and skills in areas(s) of responsibilities through attendance at meetings, conferences and training seminars.
- Perform other duties as required.

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.
- Basic First Aid

Experience

- One year or less of relevant experience.

Languages

- Spoken fluency in Cree and English.
- Written fluency in Cree and 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.
- Demonstrated attention to detail and accuracy.

Working Environments

The Dispatcher/Receptionist works from an office in the fire station and is responsible for working from 9:00 a.m. to 5:00 p.m. With one hour off for lunch. In addition, occasional overtime may be required, as well as attendance at odd hours and weekends.

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
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