



ALLIANCE AUTOCHTONE DU QUÉBEC INC.

Job Opportunity OFFICE CLERK

POSITION PROFILE

Job Title: Office Clerk

Positions available: 2

Reference #: AAQ2021-09-14-COM

Name of organization: NATIVE ALLIANCE OF QUÉBEC INC.

DESCRIPTION OF THE ORGANIZATION

The Native Alliance of Québec Inc is an organization who represents aboriginal people for whom the Indian Act does not apply. Today, the NAQ represents approximately 32,000 members across the province spread out amongst a great number of communities. Remember that the NAQ continues its negotiations with the government for the official recognition of the fundamental rights and status of its members.

Website: www.aaqnaq.com

POSITION SUMMARY

In view of the efforts deployed by the Native Alliance of Québec Inc to support its members and communities, the organization is looking to hire two (2) office clerks. The candidates who will be retained will work under the supervision of Mr. Gérard Coulombe, President Grand Chief.

RESPONSABILITIES

The office clerks' tasks within the Native Alliance of Québec Inc are as follows:

- Answer, filter and transfer incoming calls;
- Filter calls from new members and direct them to their communities;
- Provide basic and precise information on the organization to the public at large, the communities and the members in person or by telephone;
- Answer requests from members by email;
- Collect information from the NAQ members in order to pinpoint their needs during the pandemic;
- Provide information regarding the activities related to the emergency measures that are being put into place during the pandemic;
- Create files for the new NAQ members via an Intranet platform;
- Answer all NAQ community requests;
- Update calendars and assist in the preparation of reunions and conferences;
- Writing and editing of correspondence and other documents;
- Ensure a follow-up of membership files with the NAQ communities;
- Document scanning;
- Membership card printing;
- Perform other tasks such as filing, photocopying, transcriptions of meeting minutes and ordering office supplies;
- Some accounting tasks may be given, such as invoice payments or other tasks;
- Contribute to the team effort by performing other related tasks as needed.



ALLIANCE AUTOCHTONE DU QUÉBEC INC.

JOB REQUIREMENTS / SKILLS

The job requirements / skills are as follows:

- Have knowledge of the Native Alliance of Québec Inc and its goals and objectives. (For more information on the Native Alliance of Québec Inc., please consult our Website at www.aagnaq.com);
- Hands-on experience with office equipment such as: printers, photocopiers, sending faxes, Multiline telephones;
- Hands-on experience with the Intranet databank platform or be willing and able to learn;
- Proficiency in the Microsoft Office Suite;
- Knowledge of different technology tools and/or willing and able to learn;
- Professional appearance and attitude;
- Solid communication skills both oral and written;
- Excellent organizational skills;
- Positive aptitudes regarding client services;
- Problem solving skills;
- Multitasking and time-management skills;
- Have initiative;
- Bilingualism would be an asset (Note that this is a French position).

JOB CONDITIONS

Salary: 15.00\$

Work schedule: Monday to Thursday from 8 :30 AM to 5:00 PM and Friday 8:30 to 12:00 (Noon)

Location : NAQ Head office, 21 Brodeur Street, Gatineau, Québec.

Starting date: Immediately

Please note that priority will be given to candidates who are members of the Native Alliance of Québec Inc. and/or who are of aboriginal ancestry and are willing to become members of the Native Alliance of Québec Inc.

HOW TO APPLY

Send your resumé to the attention of Vivianne Paul, Administrative secretary, by mail or email at the following coordinates:

Coordinates:

By mail : Alliance Autochtone du Québec Inc.
21, rue Brodeur
Gatineau (Québec)
J8Y 2P6

By email : secretaireadministrative@aagnaq.com

Interviews: Please note that the Native Alliance of Québec Inc. promotes the health and safety of its employees during the pandemic. Wearing a mask is mandatory at all times. The interviews will be scheduled while respecting the emergency measures put in place Public Health Safety in the Province of Québec.

IMPORTANT: THE VAXICODE IS MANDATORY FOR THIS POSITION.