



CONSEIL DE LA NATION
MICMAC DE GESPEG

WE ARE HIRING ASSISTANT TO THE CHIEF



The Conseil de la Nation Micmac de Gespeg wishes to ensure its full development as a Nation for generations to come. Committed to an unprecedented mobilization of its population to lay the foundations for its future, our team is called to grow. We are looking for a trustworthy person to support the Chief and Council in all their activities.

The person plays a key role in the team of the Conseil de la Nation Micmac de Gespeg. Its main responsibilities are

- Support the Chief and Council in their daily and political activities.
- External communications.
- Management and follow-up of files.
- Correspondence, minutes, logistics of travel and expenditures, etc.
- Review of official documents and obtaining signatures.
- Other responsibilities.

Job Requirements

- DEC or AEC or DEP in management, administration, human resources, secretarial work.
- Three (3) years of management experience.
- Mastery of Office suite software.
- Fluency in spoken and written French and English.
- Ability to plan and organize work environment.

Main personal qualities

The person demonstrates extreme discretion, respect for confidentiality and ethics, is autonomous, knows how to manage by priorities and guide the Chief and Council. Knowledge of the Mi'gmaq Nation of Gespeg or the mi'gmaq language is an asset.

**Location of Employment:
Gaspé**

Salary:

**Between \$45,000 and
\$60,000/year**

depending on experience and skills

Working conditions:

35 hours/week

**2 weeks of vacation
after one year**

Multiple sick and mobile leaves

Group insurance

Retirement plan

If you are interested in this challenge, send your application (CV and letter) to the attention of Benoit Trépanier, management and communications consultant, **before Wednesday, March 8 at noon.**

Benoit Trépanier
Email: trepnanb@hotmail.com