



Administrative Coordinator

The Nibiischii Corporation is an Indigenous non-profit organization mandated by the provincial government to oversee the development and management of the Albanel-Mistassini-Waconichi Wildlife Reserve. Its mission is to sustainably develop the territory for tourism purposes, while showcasing the region's wildlife, flora, and Cree culture.

Reporting to the Executive Director, the Administrative Coordinator is responsible for carrying out and coordinating all administrative activities of the organization.

Responsibilities

Administrative Support

- Provide administrative support to the Executive Director and the management team
- Plan, organize, and coordinate meetings, schedules, agendas, etc.
- Oversee the administrative coordination of the organization
- Draft reports, accountability documents, and produce data tables
- Write and maintain internal policies and procedures
- Manage employee files
- Recommend operational optimization strategies
- Participate in the organization's strategic planning
- Manage the organization's IT and electronic equipment inventory

Customer Service

- Greet clients and provide information about the operations and regulations of the sector; ensure quality customer service
- Handle phone and written inquiries; process reservations
- Issue access rights, permits, and other documents
- Collect payments and make deposits in accordance with established standards
- Contribute to the development and promotion of the site through various projects
- Make recommendations to improve services, products, and infrastructure
- Receive and handle customer complaints

Accounting

- Manage daily accounts payable and receivable
- Enter data related to billing, accounts payable, and receivable
- Compile budgetary data
- Compile data and produce reports
- Process payroll and ensure data accuracy

Requirements

- Hold a diploma in secretarial studies, administration, accounting, or a related field. Relevant experience may compensate for the absence of a diploma
- Have a minimum of five (5) years of experience in a similar position
- Be client-oriented and able to handle exceptional situations with calm and diplomacy
- Demonstrate excellent proficiency in Microsoft Office and office software; knowledge of Acomba is an asset

Skills

- Adaptability and autonomy
- Client focus, discretion, and diplomatic abilities
- Bilingualism (French-English); knowledge of Cree is an asset
- Attention to detail, organizational skills, and strong observational abilities

Working Conditions

- Variable schedule, 35 hours per week
- Full-time, permanent position
- On-site housing available
- Salary according to the current collective agreement
- Insurance and pension plan

Please apply before November 21, 2025, to: aleroux@nibiischii.com

The use of the masculine gender in this document is solely intended to simplify the text.