



JOB OPPORTUNITY

Administrative Technician

DEPARTEMENT : Petroleum Services and Transport
LOCATION: Baie D'Urfé
STATUS: Permanent, full-time
POSTED: October 12, 2021

WHO WE ARE

La Fédération des coopératives du Nouveau-Québec (FCNQ) is owned by its fourteen member co-ops in the Inuit communities of Nunavik. FCNQ was established in 1967 to provide the rapidly growing cooperative movement with more effective powers and services to help attain their vision "Atautsikut" Together—working to develop as a people, leaving none behind.

SUMMARY

Under the supervision of the Accounting Technician, you will be responsible for providing the Petroleum Services with administrative support for the distribution operations, more specifically for maintaining inventories and entering data for invoicing purposes.

RESPONSIBILITIES

- Prepare Hydro-Québec and the Kativik Municipal Housing Bureau reports (subsidy);
- Verify and correct sales reports prior to invoicing as well as stock reports;
- Collect customers according to the chronological age of customer accounts;
- Obtain missing information for the processing of delivery vouchers;
- Establish effective and regular communication with delivery people and provide professional customer service;
- Extract data and prepare customer sales reports for invoicing purposes;
- Participate in invoicing for FCNQ and its subsidiaries;
- At the request of third-party auditors, prepare the required files;
- Any other related tasks requested by the immediate supervisor.

EXIGENCES

- College diploma in administration (accounting option)
- Minimum of two years of experience in a similar position;
- Good knowledge of the Microsoft Office suite;
- Ability to communicate in French and in English, both verbally and written;
- Very respectful of the company's deadlines;
- Autonomy, ability to adapt and to learn, analytical mind.

CONDITIONS DE TRAVAIL

- Monday to Friday, 35 hours per week.

Candidates who are interested may send their resumes to FCNQ.recrutement@fcnq.ca or by fax to (514) 457-5651 by **October 22, 2021**

We thank all applicants for their interest. However, only those under consideration will be contacted.