



**Assemblée des Premières Nations
Québec-Labrador**

250, Place Chef Michel Laveau, bureau 201
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Tél. : 418-842-5020 • Téléc. : 418-842-2660
www.apnql-afnql.com

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Administrative Assistant Position Available!

**Permanent Position 35 h/week
* Reserved for First Nations ***

- Answering, filtering and routing phone calls;
- Work with the AFNQL regional commissions, providing them with the required information and following up on projects;
- Layout and edit correspondence, presentations, briefs, reports and other documents.

**You are bilingual and have 3 years of experience?
Come and join our team?**

Please send your resume and cover letter to:
martinelludon@gmail.com before February 28, 2020.