

ADMINISTRATIVE ASSISTANT

Status: Full-time – 35 hours per week

Location: Office in Oujé-Bougoumou and/or telework option

Start Date: January 12, 2026

Role and Responsibilities

- Provide administrative support for team and Management
 - Draft administrative documents
 - Management of administrative calendars
 - Management of correspondence
 - Preparation of various meetings (schedule, documents, summary)
- Organization of corporate meetings with management
- Support the social club activities and events
- Maintain and organize files while ensuring confidentiality
- Participate in the implementation of COTA's Sustainable Development Action Plan

Required Skills and Qualifications

- Strong autonomy, organizational skills, and attention to detail
- Ability to handle multiple priorities and tasks efficiently
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Professionalism, discretion, and teamwork
- Advanced spoken and written English
- Knowledge of French and/or Cree (an asset)
- Collegial level or all relevant experience will be considered.

Working Conditions and Benefits

- 35-hour work week
- Salary based on skills and experience
- Cree Pension Plan & Group insurance benefits



How to Apply

Submit a resume and a cover letter to hr@creetourism.ca

Application Deadline

November 30th, 2025

Selected applicants will be contacted the week after the deadline.

About the Cree Outfitting and Tourism Association (COTA)

The Cree Outfitting and Tourism Association (COTA) was created following the James Bay and Northern Quebec Agreement (JBNQA) and was officially incorporated in 2000. Its mission is to develop and implement a collective vision for a world-class, sustainable tourism industry in Eeyou Istchee that is in harmony with Cree culture and values and that involves a partnership with Cree communities, institutions, and businesses.

Why Work at COTA?

At COTA, we do meaningful, impactful work—and have fun while doing it! We offer:

- Staff retreats and team social activities
- Opportunities to travel
- Friday afternoons off (end at 1:30 PM on Fridays)
- Paid training opportunities
- Remote work option

