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**NORTHERN VILLAGE OF KUJJUAQ**

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Katittavik Town Hall  
P.O. Box 210, Kuujjuaq, Que. J0M 1C0  
Phone: (819) 964 – 2943 Fax: (819) 964 – 0609

## **JOB POSTING**

### **Sewing Centre Agent**

Under the supervision of the Municipal Manager and the Coordinator the successful candidate will have the following duties and responsibilities:

- Supervising the operation of the Sewing Centre;
- Organizing the day-to-day activities of the Sewing Centre;
- Implementing new and existing sewing and handicraft programs;
- Ensuring clients are welcome and treated with respect;
- Assuring the security of all participants;
- Showing the participants how to use and maintain the equipment;
- Keeping the Centre clean at all times;
- Ensuring that building maintenance problems are corrected promptly;
- Reporting on activities and problems to the Manager and/or Coordinator.

#### **Requirements:**

- Bi-lingual Inuktitut/English;
- Leadership and Organizational Skills;
- Reliable and Punctual;
- Able to work on own initiative, and to supervise others.

**Salary:** will be determined according to qualifications and experience.

Interested candidates should submit their applications to me at the above address

Given at Kuujjuaq, QC.  
May 12, 2023.

*Carl Henry Chery*  
*Human Resources Coordinator*  
*(819) 964-2943 Ext 245*  
*carl@kuujjuaq.ca*