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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

EMPLOYMENT OPPORTUNITY

The Kativik Regional Government (KRG) is a supramunicipal organization with jurisdiction over the territory of Quebec located north of the 55th parallel. The Nunavik Police Service (NPS) is the regional police service in Nunavik. The NPS is looking for:

ADMINISTRATIVE TECHNICIAN (Permanent, full-time)

Under the supervision of the Nunavik Police Service's (NPS) Captain, the Administrative Technician is responsible for the following:

- Accounting of the inventory, including receiving, processing, and recording supplies and materials;
- Processing, distributing and forwarding all pertinent information, correspondence and mail;
- Performing various secretarial duties such as typing, filing, faxing, ordering office supplies, making photocopies, etc.;
- Processing and distributing incoming and outgoing mail, emails, and internal correspondence.
- Entering and updating information in the police records system, ensuring accuracy and confidentiality.
- Maintaining, organizing and updating digital and physical filing systems.
- Preparing purchase orders, contracts, leases, requisitions and petty cash requests, and ensuring they are submitted and processed correctly.
- Supporting the day-to-day administrative operations of the office.
- Performing other related tasks as assigned.

Qualifications:

- High school diploma or related work experience;
- Have a minimum of two-years relevant experience;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Good working knowledge of computers, good knowledge of the Microsoft suite;
- Be reliable, dependable, autonomous and possess strong organizational skills.
- Ability to work independently, excellent organization skills.

Place of work: Kuujjuaq
Salary: Minimum: \$40,906.32 per year – maximum: \$66,291.68 per year (Class 5)
Schedule: Monday to Friday, 9 a.m. to 5 p.m.

Other benefits: Cost of living differential: minimum \$8 500 annually
Food allowance: minimum \$3 903 annually
Annual leave trips: minimum 3 annually
Simplified Pension Plan: 6,25% employer, 4% employee;
Group insurance;
Vacation: 20 days annually;
Statutory holidays: 20 days, including 10 during the Christmas period.

The KRG is an equal-opportunity employer. In accordance with the James Bay and Northern Québec Agreement, we may implement specific measures to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted.