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

JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

ADMINISTRATIVE COORDINATOR

Reporting to the Assistant Director Administration, the Administrative Coordinator will supervise the Administrative Technician and will be responsible for the department's administrative and technical support. Duties shall include, but not be limited to:

- Assist, advise and report regularly to the Assistant Director Administration on all matters relating to all office administrative and technical support functions, logistics and activities;
- Provide administrative and technical oversight in the planning, development, implementation and evaluation of administrative, financial procedures within the Department;
- Plan, coordinate, supervise and control the work of the Administrative Technician in ensuring that the Department's administrative and technical tasks and needs, including the researching, compilation and verification of information are fulfilled in a timely and professional manner;
- Ensure that the Department's administrative and technical files are complete, up-to-date and readily accessible;
- Working with the Assistant Director Administration follow through on all administrative aspects associated with funding agreements and service contracts;
- Prepare and submit statistics and reports;
- Perform any other duties as required.

QUALIFICATIONS:

- High School diploma or a combination of work and relevant experience;
- 3 years of experience in a related field;
- Strong organizational, and problem-solving skills;
- Demonstrated ability to manage staff;
- Solid and practical computer skills such as Microsoft Suite;
- Good oral and written communication skills in at least two (2) of the following languages: Inuktitut, English, French.

Place of work: Kuujuaq
Salary: Minimum of \$58,779 and maximum of \$80,821
Benefits*: Cost of living differential: minimum of \$8 500/annually
Food allowance: Minimum of \$3 707/annually
Annual leave trips: maximum of 3 per person annually;
RRSP, Group Insurance
Vacation: 30 days
Statutory Holidays: 19 days including 10 during Christmas holidays

Please send your resume before October 11, 2021 to:

Human Resources
Kativik Regional Government
P.O. Box 9,
Kuujuaq, Quebec, J0M 1C0
Email: humanresources@krg.ca
Fax: (819) 964-2975

The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted.