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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 organization with jurisdiction over the territory of Québec north of the 55th parallel, is currently looking for a reliable and resourceful candidate to work in the capacity of:

ADMINISTRATIVE TECHNICIAN Permanent Full Time

Under the supervision of the Administration Department Director, the Administrative Technician tasks include without being limited to:

- Provide Administrative assistance where required in the asset management and to the department in general;
- Develop and maintain the department filing system;
- Deliver and process correspondence;
- Process specific requisitions for materials and services as instructed by supervisor;
- Organize meetings and consultation sessions as needed;
- Assist in the data input and completion of reports and studies;
- Research and translate on specific subjects and documents;
- Assist in the diffusion of information;
- Prepare travel for employees;
- Provide cost analyses information when required;
- Maintain and record inventory of the equipment in the department;
- Assist director in daily department operations;
- Perform other related duties as required by supervisor.

Requirements:

- High school diploma or related work experience;
- Minimum of two (2) years of experience in administrative work;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French
- Good working knowledge of Microsoft Office (Word, Excel, Outlook);
- Ability to work independently, excellent organization skills.

Place of work: Kuujuaq
Salary: Minimum: \$34 694/year; maximum \$56 225/year (Class 5)
Benefits: Cost of living differential: Minimum of \$8 500/year
Food allowance: Minimum of \$3 707/year
Annual leave trips: maximum of 3 per person annually;
Group benefits including Simplified Pension Plan;
Vacation: 20 days
Statutory Holidays: 19 days including 10 during Christmas holidays

Please send your resume before 5 o'clock on May 10, 2021 to:

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

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.