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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 – HUMAN RESOURCES PERMANENT FULL-TIME

Reporting to the Director Human Resources and working in collaboration with the Human Resources Advisors, the Administrative Coordinator is responsible for maintaining and updating employee files and for assisting employees with all matters related to pension, benefits as well as any other human resources related issues. The Administrative Coordinator will be responsible for but not limited to:

SPECIFIC DUTIES:

- Assist Human Resources Advisors with the staffing and onboarding processes;
- Create and update employee files;
- Ensure the human resources data base (HRIS) reflects current and accurate information, verify and update data as needed;
- Record employee information, such as hiring, transfers, resignation, etc.;
- Complete, verify and process forms and documentation related to the administration of benefits such as pension plans, group insurance, workmen's compensation, unemployment insurance, etc.;
- Complete all relevant forms for employees taking leaves (maternity, paternity and other types of leaves) ;
- Update the organizational charts;
- Prepare and submit statistics and reports;
- Transmit any information or lists as required by applicable collective agreements.;
- Perform any other duties as required.

QUALIFICATIONS:

- A minimum of five (5) years of relevant administrative work experience or a diploma in a field related to the position ;
 - Strong organizational, and problem-solving skills;
 - Solid and practical computer skills such as Microsoft Suite;
 - Experience working with HRIS an asset;
- 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 \$59,954 and maximum of \$82,438
Benefits*: Cost of living differential: minimum of \$8 500/yearly
Food allowance: Minimum of \$3 707/year
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 December 3rd, 2021 at 5:00 p.m. 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.