



## 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 – CIVIL SECURITY (PERMANENT, FULL-TIME POSITION)

Under the supervision of the Civil Security Director and working in collaboration with the Civil Security Coordinator and Technicians, the Administrative Coordinator – Civil Security is responsible for maintaining, updating, planning and development of the administration aspect of the department. The Administrative Coordinator will be responsible for but not limited to:

- Assist, advice and report regularly to the Director on all matters relating to administrative and technical support functions, logistics and activities;
- Develop and implement management tools to facilitate the administrative aspects within the department and propose recommendations to optimize procedures;
- Ensure that the Department's administrative and technical files are complete, up-to-date and readily accessible (fire reports, etc.);
- Maintain professional contacts with the other KRG departments to address different files and issues related to the department's operation (e.g. resolutions, call for tenders, funding agreement, service contracts, invoices etc.);
- Maintains relations with municipalities, strategic partners and regional organizations. Help in strengthening the bond through administrative and communication support;
- Provide administrative support and participate in the preparations of various meetings and events, (agenda, invitations, minutes/records of discussion, etc.);
- Assist with special and confidential projects and meetings, etc.;
- Play a strong administrative support role in the implementation of the Nunavik Emergency Preparedness Plan (NEPP) and any event that would require its application;
- Prepare and submit statistics, report and perform task within the KRG administrative procedures and processes (requisition, TMS, translation etc.);
- 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 ;
- Good oral and written communication skills in at least two (2) of the following languages: Inuktitut, English, French;
- Strong organizational, and problem-solving skills;
- Solid and practical computer skills such as Microsoft Suite;
- Rigorous in working with deadlines;
- Ability to exercise a high level of confidentiality;
- Attention to detail accuracy.

**Place of work:** Kuujuaq  
**Salary:** Minimum \$66 794 Maximum \$91 842  
**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, per year;  
RRSP, Group Insurance;  
Vacation: 30 days;  
Statutory Holidays: 20 days including 10 during Christmas holidays.

Please submit your resume by **5 p.m. on May 2, 2023** to:

**Human Resources**  
**Kativik Regional Government**  
**P.O. Box 9**  
**Kuujuaq QC J0M 1C0**  
**Fax: 819-964-2975**  
**E-mail: [humanresources@krq.ca](mailto:humanresources@krq.ca)**