



## 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 TECHNICIAN (PERMANENT, FULL-TIME POSITION)

Reporting to the Director of the Sustainable Employment Department and working closely with the other staff members, the Administrative Technician will have the following responsibilities, without being limited:

- Process and controlling activities related to the reception and handling of applications, invoices and any other documents;
- Assist in the diffusion of information;
- Draft, type, format, bind and copy letters or documents;
- Prepare travel for consultants when required; Develop and maintain the department filing system;
- Deliver and process mail correspondence for programs;
- Respond to telephone, e-mail, and in-person inquiries;
- Document preparations for program meeting as needed; Assist in the data input with the current systems in place such as FileMaker pro and other software;
- Perform other related duties as required by supervisor.

### QUALIFICATIONS

- 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 computers;
- Ability to work independently, excellent organization skills.

<b>Place of work:</b>	Inukjuak
<b>Salary:</b>	Minimum: \$39,811 a year; maximum \$64,517 a year (Class 5)
<b>Other Benefits:</b>	Cost of living differential: Minimum of \$10,033 a year Food allowance: Minimum of \$5,154 a year Annual leave trips: maximum of 3 per person a year; Simplified Pension Plan: 6% employer, 4% employee; Group Insurance; Vacation: 20 days; Statutory Holidays: 20 days including 10 during the Christmas holidays.

Please forward your resume to:

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