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

JOB OPPORTUNITY INTERNAL / EXTERNAL POSTING

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel. The Legal, Socio-Judicial and Municipal Management Department of the KRG is currently seeking to recruit a candidate to work in Kuujuaq in the capacity of:

ADMINISTRATIVE TECHNICIAN (Permanent, full-time position)

Under the supervision of the Director of the Legal, Socio-Judicial and Municipal Management Department, the Administrative Technician is responsible for the following duties:

SPECIFIC DUTIES:

- Prepare, process and follow-up on requisition forms and purchase orders;
- Receive and compile travel expense claims;
- Organize archives and keep paper and computerized filing systems up to date;
- Compile statistics and process data and offence statements in the Office Management Bureau (OMB) database;
- Update resolutions and ordinances binders, as well as legal and regulation codes;
- Draft, type, format, bind, copy and proof-read letters or other documents;
- Manage all department correspondence;
- Follow up with winning tenderers and the Northern villages with reference to their purchases to ensure that all the paperwork has been completed;
- Maintain office supplies stocks;
- Update insurance list for the KRG, the Northern villages and the Childcare Centres;
- Attend and draft minutes of the Legal Department meetings;
- Prepare work-related travel requests for department employees, including travel for the itinerant court in Nunavik, vocational training, etc.;
- Assist the Coordinator, Socio-Judicial Services with planning of the socio-judicial team's travels for the itinerant court in Nunavik, compiling statistics, organizing trainings/meetings related to socio-judicial activities, etc.
- Perform other related duties as requested.

POSITION REQUIREMENTS:

- Vocational diploma in legal/secretarial studies or in another relevant field;
- Minimum of two (2) years of relevant experience, preferably in a legal and/or judicial setting;
- Excellent oral and written communication skills in English and French; knowledge of Inuktitut is an asset;
- Ability to work under pressure and respect deadlines;
- Able to treat confidential information;
- Very organized, meticulous and reliable;
- Excellent knowledge of Microsoft Office Suite, various software (File Maker Pro) and proficiency in the use of Internet and Intranet.

Place of work: Kuujuaq

Salary: Min. \$39,811 yearly – Max. \$64,517 a year (Class 5)

Benefits: Cost-of-living differential: minimum \$8 500 annually

Food allowance: minimum \$3 707 annually

Annual leave trips: minimum 3

Simplified Pension Plan: 6% employer, 4% employee

Group insurance

Vacation: 20 days annually

Statutory holidays: 20 days including 10 during the Christmas period

Please send your resume to:

Human Resources Advisor
Kativik Regional Government
P.O. Box 9
Kuujuaq QC 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.