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

EMPLOYMENT OPPORTUNITY

The Kativik Regional Government (KRG) is a supramunicipal organization with jurisdiction over the territory of Quebec located north of the 55th parallel. The Nunavik Police Service (NPS) is the regional police service in Nunavik. The NPS is looking for:

ADMINISTRATIVE TECHNICIAN (TEMPORARY, FULL TIME)

Under the supervision of the Nunavik Police Service's (NPS) Captain, the Administrative Technician is responsible for the following:

- Perform general office duties such as preparing documents, filing, scanning, photocopying, and ordering supplies.
- Process and distribute incoming and outgoing mail, emails, and internal correspondence.
- Enter and update information in the police records system, ensuring accuracy and confidentiality.
- Maintain organized and up-to-date digital and physical filing systems.
- Answer phone calls, receive messages, and direct calls to the appropriate person.
- Greet and guide visitors to the appropriate staff or department.
- Collect and verify forms such as timesheets, purchase orders, contracts, leases, requisitions, and petty cash requests, and ensure they are submitted and processed correctly.
- Support the day-to-day administrative operations of the office.
- Perform other related tasks as assigned.

Qualifications:

- High school diploma or related work experience;
- 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.

Place of work: Salluit, Quebec

Salary: Minimum: \$39,811 per year – maximum: \$64,517 per year (Class 5)

Schedule: Monday to Friday, 9 a.m. to 5 p.m.

Other benefits: Cost of living differential: minimum \$11 834 annually
Food allowance: minimum \$7858
Annual leave trips: minimum 3
Simplified Pension Plan: 6,25% employer, 4% employee;
Group insurance;
Vacation: 20 days annually;
Statutory holidays: 20 days, including 10 during the Christmas period.

Please forward your resume to: HR@nunavikpolice.ca



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The KRG and NPS are equal-opportunity employers. In accordance with the James Bay and Northern Québec Agreement, we may implement specific measures to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted.