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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 55<sup>th</sup> 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. \$38 651 yearly – Max. \$62 638 a year (Class 5)

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

Food allowance: minimum \$3 453 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 before November 2nd, 2023 5 o'clock to:**

**Human Resources Advisor**

**Kativik Regional Government**

**P.O. Box 9**

**Kuujuaq QC J0M 1C0**

**Email: [humanresources@krg.ca](mailto: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.*