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

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, PARC NATIONAL DES PINGUALUIT

(Temporary, Full Time)

Reporting to the Director Parc national des Pingualuit, the Administrative Technician liaises with the public, and maintains the Park's administrative and technical files, ensuring that they are complete and up-to-date. More specifically the Administrative Technician will:

- Perform administrative tasks associated with the management and operation of the Park including employee files, travel, requisitions, inventory, and general office organization;
- Implement and maintain a filing system for the Park;
- Meet and greet the public, be a good representative of the Park;
- Receive and register visitors to the Park and the Interpretation Centre;
- Assist, as necessary, in the distribution of information and the delivery of basic interpretive messages, especially those relating to the Park's cultural values;
- Organize meetings (i.e. Harmonization Committee) and consultation sessions, including set-up, invitations, reservations, agenda, documentation, meeting minutes, and the dissemination of results;
- Process correspondence, answer enquiries, and set up appointments;
- Assist in data input for reports and studies;
- Research and basic translation on specific subjects, as needed;
- Perform other related duties, as required, by the Supervisor.

Required 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;
- Customer Service Experience is an asset;
- Experience working in a team environment;
- Willing to participate in training opportunities;
- Public Speaking or Group Presentation experience is an asset;
- Good working knowledge of computers;
- Ability to work independently, excellent organization skills.

Place of work:	Kangiqsujuaq
Salary:	Min. $40,906 yearly – Max. $66,291 a year (Class 5)
Benefits:	Cost of living differential: minimum of $11,834 per year; Food allowance: minimum of $7,255 per year; Annual leave trips: maximum of 3 per person annually Group benefits including Simplified Pension Plan; Vacation: 20 days per year; Statutory holidays: 20 days including 10 days over the Christmas holidays

Please send your resume before 5:00 p.m., August 22, 2025, to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujjuaq QC J0M 1C0

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.

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Fax: 819-964-2975
Email: humanresources@krg.ca

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