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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 – MPW DEPARTMENT
(Temporary, full-time)

The KRG Municipal Public Works Department is responsible for the management of infrastructure projects (drinking water treatment plants, road infrastructure, municipal buildings, landfills, etc.) for the northern villages, as well as for the preventive and corrective maintenance of more than 200 KRG residential and commercial buildings throughout the region (staff housing, offices, airport buildings and police stations). It also provides technical assistance to the northern villages for the maintenance of some municipal infrastructure (drinking water treatment plants, community centres, arenas, swimming pools, etc.) and to childcare centres around the region.

Reporting to the Department Director, the Administrative Technician's duties include in particular:

- Receive and process requests from clients and tenants, and fill-in maintenance work orders using *Guide Ti* software;
- Process airline and hotel reservations for the department's on-rotation staff;
- Receive, compile and distribute to public stakeholders the weekly drinking water sampling results produced by municipal drinking water plant operators;
- Coordinate and carry out the shipment of drinking water sampling materials to municipal drinking water plant operators;
- Conduct follow-up with the northern villages regarding the adoption of resolutions, the signing of agreements and contracts, compliance with important deadlines, etc.;
- Attend and prepare minutes for various meetings;
- Maintain paper and computer document filing systems, including the Department library;
- Ensure the processing of some documentation (contracts, resolutions, work orders, time sheet, expense accounts, etc.)
- Perform any other related duties requested by his/her supervisor.

The selected candidate must:

- Possess a vocational diploma in secretarial studies or have relevant training or work experience;
- Have at least two years of relevant work experience;
- Have a good working knowledge of *Microsoft Office* software;
- Possess solid practical computer skills;
- Be able to communicate, verbally and in writing, in at least two of the following languages: Inuktitut, English or French;
- Possess strong organizational skills and be reliable;
- Be available to travel in Nunavik.

Place of work: Kuujjuaq, Québec.
Salary: $38 651 (minimum) – $62 638 (maximum) annually (Class 5).
Benefits*: Cost of living differential: $8 500 annually (minimum);
Food allowance: $3 707 annually (minimum);
Annual leave trips: maximum of 3 per person annually;
Group benefits including Simplified Pension Plan;
Vacation: 20 days;
Statutory holidays: 20 days, including 10 days at Christmas.

Please forward your résumé before 5pm January 8th, 2024 to:

Human Resources Section
Kativik Regional Government
P.O. Box 9, Kuujjuaq QC J0M 1C0
Fax: 819-964-2975
Email: humanresources@krg.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.