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

JOB OPPORTUNITY

The **Kativik Regional Government**, a supra-municipal body having jurisdiction over the territory north of the 55th parallel, notably provides technical assistance to the 14 villages of Nunavik.

ADMINISTRATIVE TECHNICIAN - CIVIL SECURITY
Permanent

Under the supervision of the Coordinator of the Civil Security Section, the Administrative Technician sees to the maintenance of administrative and technical files for the Civil Security Section. Specific duties include, but are not limited to:

- Develop and maintain a filing system for the Civil Security Section;
- Prepare correspondence and process requisitions;
- Book and organize all travel for the Civil Security department staff;
- Receive and disseminate all correspondences and communications with the Civil Security department;
- Organize meetings, training and consultation sessions as needed: set-up, invitations, reservations, agenda, documentation, meeting minutes, transmission of results;
- Collaborate to the development of Civil Security projects (fire prevention, boating safety, emergency awareness, etc.);
- Assist in the data input for training, statistic's, reports and studies;
- Follow up on a regular basis with municipal representatives (Fire Chiefs, Municipal Managers, Secretary Treasurers), concerning Civil Security projects;
- Research on specific subjects and be able to do basic translation, as needed;
- Assist in the development and maintenance of inventories of various materials and equipment used for Civil Security projects, such as firefighter uniforms;
- Assist in the distribution of information about Civil Security projects;
- Perform other related duties, as required, by the Supervisor.

REQUIREMENTS:

- Minimum of secondary five or have relevant work experience;
- Minimum of two (2) years of experience as administrative technician;
- Excellent communication and writing skills in two (2) of the following languages: English, French and Inuktitut (being trilingual will be considered an asset);
- Working knowledge of the Microsoft Office Suite;
- Ability to work independently and have excellent organizational skills.

Place of work:	Kuujjuaq
Salary:	$38 651,34 (minimum) – $62 638,94 (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 send your application before **5:00 p.m., May 2, 2023** to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujjuaq QC J0M 1C0
Fax: 819-964-2975
E-mail: 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.