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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) is a supra-municipal body having jurisdiction over the territory north of the 55th parallel in Québec and, in particular, provides technical assistance to the 14 northern villages of Nunavik.

The KRG Municipal Public Works Department is responsible for the management of infrastructure projects for the northern villages, as well as for the preventive and corrective maintenance of more than 200 KRG residential and institutional 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.

The KRG is currently looking for a dynamic and motivated individual to fill the following position:

CONSTRUCTION COORDINATOR

(contract, full time, hybrid)

Reporting to the Assistant Director - Maintenance of the Department, the Construction Coordinator's duties include in particular:

- Receive requests and determine the scope of work, including budget and schedule, for repair works (construction or renovation) from clients and tenants;
- Review with the Assistant Director which projects are to be retained and have the works approved by the Director;
- Prepare the requisitions for services and materials and follow-up with Purchasing for the purchase orders and deliveries;
- Verify and recommend payments of invoices related to the works and keep track of back-orders;
- Plan and organize the allocation of work with the KRG' seasonal construction workers (CCQ Crew)
- Prepare and coordinate the travels of the CCQ crew;
- Verify and recommend for payment the timesheets and travel expense forms of the CCQ crew;
- Conduct inspections of the work in progress to make certain it complies with the scope of works and quality required;
- Manage the tools, equipment vehicles and materials used by the CCQ crew;
- Ensure the compliance of Health and Safety rules and regulations for the CCQ crew;
- Prepare reports as to work done, time spent and funds used for each work;
- Assist in the preparation of the annual budget;
- Perform any other related duties requested by his supervisor.

The selected candidate must:

- Possess a college studies diploma in a related field: engineering, building mechanics, logistics, project management, etc. (Relevant work experience will also be considered);
- Have at least eight years of relevant work experience as a coordinator of a multi-disciplinary team;
- Be able to communicate, verbally and in writing, in at least two of the following languages: Inuktitut, English or French (A working knowledge of Inuktitut is a definite asset);
- Possess practical computer skills and proficiency in MS Office;
- Possess good communication skills, used in interrelations with clients and in the day-to-day conversations that build relationships with one's co-workers.
- Be available to travel in Nunavik;
- Demonstrate flexibility and resourcefulness and enjoy teamwork; intercultural awareness.
- Be capable of working under pressure and meeting deadlines.
- Work experience north of the 55th parallel is a definite asset.

Place of work:	50% travelling in Nunavik and 50% remote from home
Contract:	1 year - renewable
Salary:	Minimum $ 91 157/year; maximum $ 125 342/year (Class 89)
Benefits:	Lodging paid while working in the northern villages Meals and expenses paid while travelling in Nunavik Group benefits including Simplified Pension Plan and Group Insurance; Vacation: 30 days/year Statutory Holidays: 20 days including 10 during Christmas holidays

Forward your résumé in English and French to:

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

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P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0
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.