



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:

Coordinator, Travel Services (Permanent - Full Time Position)

Under the supervision of the Assistant Director Supply Chain and Logistics in the Administration Department, the Coordinator Travel Services has responsibility for, without being limited to, the following duties:

- Develop and implement travel policies, procedures, and processes.
- Liaison between the KRG Travel section and the Finance & Human Resources department for the timely reconciliation of vendor invoices and employee profiles, etc.
- Act as the primary contact with vendors of the Travel section
- Manage the KRG's transit units and other long-term accommodations.
- Research and compare prices, availability, and quality of travel options such as flights, hotels, and car rentals to secure the best rates and accommodations.
- Provide supervision and support for a team of Travel Clerks,
- Provide guidance and assistance on complex and/or large travel requests.
- Generate regular reports on travel expenses and trends for KRG's travel section. Using the data and records towards continual improvement
- Conduct training sessions for employees on travel policies and best practices to help them understand and comply with KRG's travel guidelines.
- Carry out any related tasks as requested.

QUALIFICATIONS:

- College degree in administration, hospitality management, or vocational diploma in a related field. (equivalent relevant work experience and education will be considered).
- 5 years of experience in a Travel reservation environment.
- Extensive knowledge of KRG's travel booking systems (Nomadis TMS), online travel portals, and travel management tools
- Proficient in using Microsoft Office Suite and other relevant software applications.
- Experience working in remote locations.
- Excellent interpersonal and communication skills.
- Have a positive attitude and a strong customer service focus.
- Proficient with Microsoft Office products (Word, Excel)
- Ability to handle and resolve travel-related issues or emergencies promptly and efficiently.
- Be detailed-oriented, structured, and able to work under pressure during peak periods.
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English, and French

Place of work: Kuujuaq
Salary: Min: \$ 87,451/year, max: \$ 120,246/year (Class 85)
Benefits: Cost of living differential: \$8 500 (Minimum) annually
Food allowance: \$3,707 (Minimum) annually
Annual leave trips: Maximum of 3 per person annually
Pension Plan: RRSP
Group Insurance
Vacation: 30 Days.
Statutory Holidays: 20 days including 10 during Christmas holidays.

Please submit your résumé in English to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujuaq, Québec J0M 1C0
Fax: (819) 964-2975
Email: humanresources@krg.ca