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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:

DEPARTMENT CLERK – TRAVEL
(PERMANENT, FULL-TIME POSITION)

Under the supervision of the Assistant Director Procurement and working closely with other employees of the department, the incumbent will assist in the planning and organization of travel plans for individuals and groups and will be responsible of related clerical tasks. Specific duties shall include, but not be limited to:

- Process of travel requests, including air and ground transportation, hotels, cars and bus reservations;
- Transmit travel requests to travel agencies, airlines and other transportation providers;
- Process unused travel tickets;
- Contact travelers or group organizers to confirm travel plans;
- Process all related data entry and requested reports;
- Assist in the planning and organization of air charters and complex travel plans for events;
- Assist in the proper distribution and filling of documents;
- Perform other related duties as requested by the supervisor.

The selected candidate must:

- Have a vocational diploma in secretarial duties, or related work experience although exceptional work experience will also be considered;
- have a minimum of two-years relevant experience;
- Possess good organizational and problem-solving skills;
- Be reliable, autonomous and have good interpersonal skills;
- Excellent Customer Service Skills;
- Available for on-call services outside of regular office hours on a rotational basis
- Solid and practical computer skills with Microsoft Office (knowledge of TMS an asset);
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.

Place of work:	Kuujjuaq
Salary:	Min. $32 721/year – Max. $51 529/year (Class 4)
Other benefits:	Cost of living differential: minimum of $8 500 per year; Food allowance: minimum of $3 707 per year; Annual leave trips: Annual leave trips: maximum of 3 per person annually; Simplified Pension Plan: 6% employer, 4% employee; Group insurance; Vacation: 20 days per year; Statutory holidays: 19 days including 10 days over the Christmas holidays

Please send your application before 5:00 p.m., September 24, 2021 to:

Human Resources Advisor
Kativik Regional Government
P.O.Box 9
Kuujjuaq (Quebec)
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.