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

JOB OPPORTUNITY

The Kativik Regional Government, which has its main office in Kuujuaq, is looking for a reliable and resourceful person to work in the capacity of:

Economic Development Officer PERMANENT, FULL-TIME POSITION

The Regional and Local Development Department (the RLD department) of the Kativik Regional Government (KRG) is seeking the services of an individual with strong administrative skills to work closely with the Department Director on files related to planning and implementation of businesses in Nunavik, business restructuring and loan management files.

The selected candidate will:

- Provide direct operational/management assistance to Nunavik existing and new businesses (planning, accounting, organizing, financial management, troubleshooting, etc.);
- Assist promoters in implementing their business plans;
- Prepare business restructuring plans;
- Work with the Director of RLD department on promoters' business loan issues;
- Prepare activity reports as required by the Director of RLD department;
- Work closely with the RLD department Director on any other files related to business management, loans and other tasks required by the Director;
- Travel to Nunavik Northern villages.

The selected candidate must:

- possess a University degree in commerce or accounting. Exceptional relevant work experience will also be considered;
- have a minimum of 3 years of related experience (business management, accounting, taxation, etc) or pursuing studies related to business services requirements;
- have knowledge in financial management and various types of business: sole proprietor, corporate, partnership and cooperative
- be computer literate;
- be willing to receive training in business management;
- be willing to travel occasionally in Nunavik;
- be bilingual either in Inuktitut-English or Inuktitut-French

Place of work: Salluit, Quebec
Salary: Minimum \$60 074 to maximum \$ 102 839 annually (Class 9)
Other benefits: Cost of living differential: minimum \$11 834 annually
Food allowance: minimum \$7858
Annual leave trips: minimum 3
Group insurance
Simplified Pension Plan: 6,25% employer, 4% employee
Vacation: 20 days annually
Statutory holidays: 20 days including 10 during the Christmas period

Please send your resume in English before 5:00 p.m. to :

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

The KRG is an equal opportunity employer. In accordance with this principle and in compliance with the collective agreement of its CSN unionized employees, conditions may vary to promote employment of Inuit candidates.

Only selected candidates for interviews will receive a written response.