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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 organization with jurisdiction over the territory of Québec located north of the 55th parallel. The Executive Committee (EC) and the Director General's Office (DGO) of the KRG is currently seeking to recruit an energetic and highly motivated candidate to work in Kuujuaq in the capacity of:

EXECUTIVE ADMINISTRATIVE COORDINATOR (Permanent, full-time position)

Under the supervision of the Director General, the Executive Administrative Coordinator is responsible for maintaining an effective workflow within the Director General's office. The Executive Administrative Coordinator ensures administrative support for the DGO, Chairperson and Corporate Secretaries. The Executive Administrative Coordinator ensures the efficient management of schedules, communications with internal and external clients and ensures that office files and records are properly organized and archived. More specifically the Executive Administrative Coordinator is responsible for:

- Acting as the point of contact for all incoming and outgoing communications and requests for meetings.
- Drafting, typing, formatting, binding, copying and proof-reading letters and other documents;
- Attending meetings and drafting minutes as required;
- Managing all ingoing and outgoing correspondence;
- Managing agenda items;
- Scheduling appointments and travel;
- Preparing, processing and following up on requisition forms, purchase orders, call for tenders and service contracts;
- Receiving and compiling travel expense claims;
- Organizing archives and maintaining paper and computerized filing systems;
- Compiling statistics, processing data and producing reports as required;
- Managing office supplies;
- Performing other duties as requested.

REQUIREMENTS

- Vocational diploma, college or university degree in a relevant field, additional qualifications or experience in the field of office administration will be considered an asset;
- Minimum of five (5) years of relevant experience, preferably in a senior executive or c-suite setting;
- Excellent planning and organizational skills and the ability work under pressure, prioritize tasks and meet tight deadlines;
- Experience in the management of highly confidential information;
- Demonstrated attention to detail;
- Excellent verbal and written communication skills in English and French, knowledge of Inuktitut is an asset;
- Excellent knowledge of Microsoft Office Suite.

Place of work: Kuujuaq

Salary: Maximum yearly salary 117,000\$

Benefits: Cost-of-living differential: minimum \$8,500 annually

Food allowance: minimum \$4,216 annually

Annual leave trips: maximum 3

RRSP: 7,00% employer contribution

Group insurance

Vacation: 30 days annually

Statutory holidays: 20 days, including 10 during the Christmas period

Please forward your resume by email to rharvey@krg.ca or by mail to: Kativik Regional Government, P.O. Box 9, Kuujuaq QC J0M 1C0

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.