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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 KRG is currently seeking to recruit an autonomous and professional individual to work, in the capacity of;

HUMAN RESOURCES ADVISOR
(Permanent - Full time position)

Reporting to the Director, Human Resources the Human Resources (HR) Advisor is responsible for partnering with management staff in order to assist and advise on all types of human resources issues (recruitment and onboarding of new employees, payroll, disciplinary measures and labor relations issues). The HR Advisor is also responsible for responding to employee inquiries on human resources issues. More specifically the HR Advisor will:

- Assist and advise on matters related to human resources, (application of collective agreements and management working conditions, policies and procedures, onboarding of employees, follow up during probation period, etc.);
- Manage the recruitment cycle including completing required forms, evaluating candidate resumes as well as participating in interview process;
- Maintain and update employee files with regard to payroll, benefits, Pension Plan, Workmen's compensation, unemployment insurance, etc.;
- Review and update job descriptions as is necessary;
- Proceed with job evaluation and assist and advise on issues related to pay equity as well as internal equity;
- Contribute to the negotiation of various collective agreements and employee contracts (or individual agreements);
- Ensure compliance with applicable laws and regulations;
- Produce reports and statistics, as is required.

REQUIREMENTS:

- University degree in a related field (relevant work experience will also be considered);
- Minimum of five (5) years of relevant experience and be a member in good standing of a recognized Human Resources professional organization (CHRP, HRPA, CRIA, CRHA) (relevant work experience will also be considered);
- Experience in a unionized or municipal environment will be considered an asset;
- Ability to work on multiple projects and respect tight deadlines;
- Recognized interpersonal and communication skills both oral and written;
- Strong planning, organizational and conflict resolution skills;
- Working knowledge of the Microsoft Office Suite;
- Be able to communicate orally and in writing in two (2) of the following languages: English, French and Inuktitut.

Place of work:	Kuujjuaq
Salary:	Min $89,855 – Max $123,554
Benefits:	Cost of living differential: Minimum of $8 500 / year Food allowance: Minimum of $4,217 / year Annual leave trips: maximum of 3 per person annually; RRSP/SPP Group Insurance Vacation: 30 days Statutory Holidays: 20 days including 10 during Christmas holidays

Please send your resume before 17:00 on August 20, 2025, to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujjuaq, Quebec, JOM 1CO
Email: humanresources@krg.ca
Fax: (819) 964-2975

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.