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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 SPECIALIST
(Permanent Full time position)

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

- Assist and advise the HR team and all employees in matters related to health and safety and Worker's Compensation, and policies and procedures;
- Develop and provide internal training for the HR team;
- Provide advise and guidance to the HR Advisors in regard to Worker's Compensation files as well as disability cases;
- Support Managers to ensure safe return of employees in the workplace following an injury;
- Review Worker's Compensation files with the HR Advisors and propose course of actions including regular follow ups;
- Ensure that forms and templates are up-to-date in accordance to the legislations;
- Act as a resource to or serve as a member on the Joint Health and Safety Committee, assisting and providing information and responses on behalf of the KRG;
- Maintain and update Worker's Compensation files and produce reports and statistics;
- Manage all aspects of employee files such as: payroll, benefits, Pension Plan, unemployment insurance, etc.;
- Review and update job descriptions, 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 individual agreements;
- Ensure all applicable laws and regulations are respected;
- Perform other related duties as required.

REQUIREMENTS:

- University degree in a related field (relevant work experience will also be considered);
- Minimum of 10 years of relevant experience;
- Sound knowledge of the WCC/CNESST/STD/LTD processes and procedures;
- Recognized interpersonal and communication skills both oral and written as well as excellent 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 $95 790 – Max $131 712
Benefits:	Cost of living differential: Minimum of $8 500/year Food allowance: Minimum of $3 903/year Annual leave trips: maximum of 3 per person/year RRSP/SPP Group Insurance Vacation: 30 days Statutory Holidays: 20 days including 10 during Christmas holidays

Please send your resume before 5pm on April 9, 2024, to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujjuaq, Quebec, JOM 1CO
Email: hrdirector@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.