



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 Legal, Socio-Judicial and Municipal Management Department of the KRG is currently seeking to recruit a candidate to work in Kuujjuaq in the capacity of:

PARALEGAL (PERMANENT, FULL-TIME POSITION)

Under the supervision of the Assistant Director of the Legal, Socio-Judicial and Municipal Management Department, the responsibilities of the Paralegal includes, without being limited to, the following:

- Participate in the drafting and review of various documentations including resolutions, letters, by-laws, ordinances, service contracts, correspondence, etc.;
- Conduct legal research;
- Process and follow up insurance claims for the KRG, the Northern villages and the Childcare Centres;
- Assist with the management of the portfolio insurance and participate in the yearly renewal of insurance policies for the KRG, the Northern villages and the Childcare Centres;
- Maintain the legal database updated;
- Ensure a rigorous follow-up of deadlines and make sure they are respected;
- Update legal books and records;
- Assist in the organization and management of access to information files and communicate with the various parties involved in the files;
- Perform other related duties as requested.

REQUIREMENTS

- Minimum of two (2) years of experience;
- Diploma of College Studies (DEC – CEGEP) in Paralegal Technology, or any related field;
- Excellent problem solving, attention to details, communication and analytical skills;
- Excellent oral and written communication skills in both English and French; knowledge of Inuktitut is an asset;
- Ability to work under pressure and respect deadlines;
- Be willing and available to travel in Nunavik and outside the region;
- Past work experience in a cross-cultural environment, preferably with native communities, will be considered as an asset;
- Proficient in the Microsoft Office Suite as well as other relevant software.

Place of work: Kuujjuaq
Salary: Min. \$44 511 – Max. \$75 701 per year (Class 8)
Benefits: Cost-of-living differential: minimum \$8 500 annually
Food allowance: minimum \$3 707 annually
Annual leave trips: maximum of 3 per person annually;
Simplified Pension Plan: 6% employer, 4% employee
Group Insurance
Vacation: 20 days
Statutory Holidays: 19 days including 10 during Christmas holidays

Please send your résumé before June 1st, 2022 to:

Human Resources Advisor
Kativik Regional Government
P.O. Box 9
Kuujjuaq QC J0M 1C0
Email: humanresources@krq.ca
Fax: 819-964-2975

** An employee is entitled to receive at least the Northern benefits allocated to an employee without dependants. An employee with dependants is entitled to benefits for her/his spouse and eligible dependants.
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.*