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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), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

SENIOR DEPARTMENT CLERK
(Permanent, Full-time)

Under the supervision of the Assistant Director Supply Chain and Logistics in the Administration Department, and working closely with other employees of the department, the Senior Department Clerk will be responsible for the following duties:

- Assist with the orientation of new employees in the section;
- Acting as a resource person within the travel section;
- Keeping abreast of the day-to-day workload while ensuring the smooth operation of the section;
- Processing of travel requests, including air, hotel, and car reservations;
- Distributing travel plans to employees, elected officials and consultants ensuring adequate communication and understanding;
- Assist with data entry and report generation;
- Assist in the planning of air charters and complex travel plans for special events;
- Assist buyers in the preparation of purchase orders related to service contracts;
- Participate in the on-call services outside of business hours;
- Assisting in the distribution and filling of internal documents related to purchasing;
- Performing any other related tasks as requested by the Director.

The selected candidate must:

- Possess Secondary V Diploma, or related work experience although exceptional work experience will also be considered;
- Possess a minimum of four (4) years of experience in travel management;
- Working knowledge of the Microsoft office suites;
- Excellent customer service skills and aptitudes;
- Possess good organizational and problem-solving skills;
- Be reliable, autonomous and possess excellent interpersonal skills;
- In depth knowledge of travel software systems;
- Ability to communicate verbally and in writing in at least two (2) languages: Inuktitut, English, or French;
- Demonstrated leadership and communication skills;
- Available for on-call services outside of regular office hours on a rotational basis.

Place of work:	Kuujjuaq
Salary:	Minimum: $42 188/year – Maximum: $69 879/year (Class 6)
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 annually Simplified Pension Plan: 6% employer, 4% employee Group Insurance Vacation: 20 days; Statutory Holidays: 20 days including 10 during Christmas holidays.

Please send your resume in English to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujjuaq (Quebec) J0M 1C0
FAX: (819) 964-2975
Email: humanresources@krg.ca

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.