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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:

**ADMINISTRATIVE TECHNICIAN – Municipal Public Works Department (Maintenance Section)**

The KRG Municipal Public Works Department is responsible for the management of infrastructure projects (drinking water treatment plants, road infrastructure, municipal buildings, landfills, etc.) for the northern villages, as well as for the preventive and corrective maintenance of more than 200 KRG residential and commercial buildings throughout the region (staff housing, offices, airport buildings and police stations). It also provides technical assistance to the northern villages for the maintenance of some municipal infrastructure (drinking water treatment plants, community centres, arenas, swimming pools, etc.) and to childcare centres around the region.

Reporting to the Department Director, the Administrative Technician's duties include in particular:

- Receive and process requests from clients and tenants, and fill-in maintenance work orders;
- Process travel requests for the Maintenance section staff;
- Receive and compile the activity, inspection an work order reports;
- Prepare and follow-up on material and equipment requested made by the Maintenance Section staff;
- Attend and prepare minutes for various meetings;
- Ensure the processing of documentation (paper and numerical) in the filing system, including the section library;
- Maintain an active tenants log for housing occupation and vacanicies;
- Perform any other related duties requested by his/her supervisor.

**The selected candidate must:**

- Possess a vocational diploma in secretarial studies or have relevant training or work experience;
- Have at least two years of relevant work experience;
- Have a good working knowledge of *Microsoft Office* software;
- Possess solid practical computer skills;
- Be able to communicate, verbally and in writing, in at least two of the following languages: Inuktitut, English or French;
- Possess strong organizational skills and be reliable.

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| **Place of work:** | Kuujjuaq, Québec. |
| **Salary:** | $34 694 (minimum) – $56 225(maximum) annually (Class 5). |
| **Benefits*:** | Cost of living differential: $8 500 annually (minimum);<br>Food allowance: $3 707 annually (minimum);<br>Annual leave trips: maximum of 3 per person annually;<br>Group benefits including Simplified Pension Plan;<br>Vacation: 20 days;<br>Statutory holidays: 19 days, including 10 days at Christmas. |

Please forward your résumé before April 12, 2022, to:

Human Resources Section
Kativik Regional Government
P.O. Box 9, Kuujjuaq QC 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.