



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 (PERMANENT, FULL-TIME POSITION)

Reporting to the Department Director of the Administration Department and working closely with the other staff members, the Administrative Technician will have the following responsibilities, without being limited:

- Process and controlling activities related to the reception and handling of applications, invoices and any other documents;
- Assist in the diffusion of information;
- Draft, type, format, bind and copy letters or documents;
- Prepare travel for consultants when required; Develop and maintain the department filing system;
- Deliver and process mail correspondence for programs;
- Respond to telephone, e-mail, and in-person inquiries;
- Document preparations for program meeting as needed; Assist in the data input with the current systems in place such as FileMaker pro and other software;
- Perform other related duties as required by supervisor.

QUALIFICATIONS

- High school diploma or related work experience;
- Minimum of two (2) years of experience in administrative work;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Good working knowledge of computers;
- Ability to work independently, excellent organization skills.

Place of work: Inukjuak
Salary: Minimum: \$35 908/year; maximum \$58 193/year (Class 5)
Other Benefits: Cost of living differential: Minimum of \$8 500/year
Food allowance: Minimum of \$3 707/year
Annual leave trips: maximum of 3 per person/year;
Simplified Pension Plan: 6% employer, 4% employee;
Group Insurance;
Vacation: 20 days;
Statutory Holidays: 19 days including 10 during Christmas holidays.

Please send your resume to:

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