



JOB OPPORTUNITY

The Kativik Regional Government (KRG) is now looking for a self-motivated and dynamic individual interested in working in the capacity of:

ASSISTANT CORPORATE SECRETARY (PERMANENT FULL-TIME POSITION)

Under the supervision of the Council of the KRG and the Corporate Secretary, the Assistant Corporate Secretary works closely with the Chairperson and the Corporate Secretaries. The Assistant Corporate Secretary will be responsible for, but not limited to, the following:

- Schedule all travel for elected members, including all logistics related to transportation, accommodation, and meeting requirements;
- Act as custodian of all books, records, registers, plans, and other documents that are either the property of KRG or are deposited, filed, and preserved in the KRG office;
- Coordinate activities related to meetings of the Regional Councillors as well as the Executive Committee (including preparation of agendas, travel arrangements, conference calls, and the preparation and distribution of all necessary documents);
- Maintain records of all resolutions adopted by the Council and the Executive Committee;
- Prepare and manage all travel arrangements and assist elected members with travel expense claims, including verifying details;
- Type letters, reports, and other documents related to the Regional Council and the Executive Committee;
- Handle all correspondence and maintain an up-to-date filing system for the Corporate Secretary Section as well as for the Chairperson;
- Perform any other related duties as requested by the Regional Council or the Chairperson.

Qualifications

- An equivalent combination of education, training, and experience related to the duties of the position will be considered;
- Three years of relevant work experience preferred;
- Be organized and reliable;
- Have knowledge of Microsoft Office 365;
- Demonstrate strong organizational skills;
- Possess effective time management skills;
- Be able to adhere to the confidential nature of the position;
- Be able to maintain an organized filing system;
- Be able to accurately type letters, forms, and reports.



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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUJJUAQ (QUÉBEC) CANADA J0M 1C0

Place of employment: Kuujuaq

Salary: Minimum \$ 112,707.14/year; maximum \$154,971.18 /year

Benefits*:

Cost-of-living differential: minimum \$8,500 annually;

Food allowance: minimum \$ 4398.35 annually;

Annual leave trips: maximum 3 trips per person annually.

RRSP

Group insurance;

Vacation: 30 days annually;

Statutory holidays: 20 days, including 10 during the Christmas period.

Please send your resume to:

Human Resources Advisor

Kativik Regional Government

P.O. Box 9

Kuujuaq, Quebec, J0M 1C0

Fax : (819) 964-2619

E-Mail: humanresources@krg.ca

Only selected candidates for interviews will receive a written response.