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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
(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: $38 651/year; maximum $62 638/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
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.